

GRADE RUAN RECREATION GROUND PAVILION (GRRG) TERMS AND CONDITIONS OF HIRE

Grade Ruan Recreation Ground Pavilion is hired on the condition of your agreement to the Terms and Conditions of Hire.

1. Booking the Pavilion

1.1 Payment:

Full payment for a booking is due on the issue of an invoice, with payment preferably by BACS transfer.

1.2 Provision of Alcohol

All alcohol consumed on the premises will be sold at the bar. If required, arrangements can be made for the Hirer to provide a “welcome drink” or “toast”, supplied by the bar at a reduced price. If you require drinks not normally served at the bar, please discuss with the Bookings Secretary as we will always do our best to source additional products.

1.3 Outside Caterers

Hirers should advise the committee if outside Caterers are to be used, and the Hirer should ensure the Caterer is made aware of the Terms and Conditions of hire.

1.4 Bouncy Castles, Bucking Bronchos, etc.:

Please inform the committee when making your booking and before you book your equipment. Bouncy Castles and other similar equipment may only be used outside the Pavilion. Hirers must provide evidence of insurance cover.

1.5 Discos/Entertainers:

Hirers should advise the committee if a Disco or Entertainer is being hired for their event. Hirers are responsible for advising third parties of the relevant regulations and Fire Safety Guidance.

1.6 Insurance:

Private events are covered by the GRRG Public Liability insurance policy. Any accidents should be recorded in the Accident Book provided. Items stored at the Pavilion by hirers are not covered by GRRG insurance.

2. Facilities and Arrangements

2.1 Arrival:

You will be met at the pavilion by a Committee member at the specified start time of your booking. You will be shown the Pavilion facilities. The Management Committee reserves the right to attend the pavilion on pavilion business at any time.

2.2 Parking:

Hirers should advise their guests to park in the free Mundy's Field car park, signposted to the right on approaching the village. (See appended map.)

Parking for Blue Badge holders is available outside the pavilion. If there are no Blue Badge holders attending an event, the organisers may allow up to three other vehicles to park outside the pavilion.

2.3 Catering:

The following appliances are available in the kitchen:

- Kettle
- Gas hob
- Electric oven

The equipment is not suitable for large scale food cooking and Hirers intending to cater for larger numbers (over 50) should discuss their requirements. If Hirers intend to prepare and cook food for public consumption, they should hold at least the Level 1 Basic Food Hygiene Certificate.

Any items the Hirer has placed in the refrigerator should be removed at the end of the hire period but the refrigerator should be left switched on. Please note that there may be items in the fridge belonging to other caterers and these should be left untouched.

2.4 Decorations

Please do not affix decorations or other materials to the walls. You can use blu-tack or masking tape to affix balloons, banners etc on other suitable surfaces in the room but please don't use other sticky tape (e.g. sellotape or duct tape), which can remove paint from walls, doors and windowsills and leave a sticky residue on windows or lift the polish from the floor

2.5 WiFi and Personal Playlists

Free WiFi is available in the pavilion. Hirers may play music via the wall mounted speakers in the pavilion from their own electronic device if it supports Bluetooth connectivity. The Hirer will be shown how to use the equipment.

2.6 TV

The TV may be used. The Hirer must return the remote control to the bar area at the end of the hire period.

2.7 Animals

Dogs on leads are permitted in the Pavilion but it is the owner's responsibility to ensure they are kept under control. They must not be allowed onto the playing field at any time.

2.8 Before Departure

- All GRRG equipment used during hire of the Pavilion (chairs, tables, etc) must be returned to the correct storage space.
- All food and drink preparation areas and equipment are to be cleaned after use.
- Crockery, glasses, cutlery should be washed, dried and returned to the appropriate cupboards.
- Hirers should clear up and bag their rubbish, which should be left in the pavilion.
- Hirers should take any recyclable materials (i.e. glass or plastic bottles and cardboard) away with them.
- Tables should be wiped clean.
- Floors should be brushed and swept clean using equipment in the cleaning cupboard (near the Ladies' toilet) or kitchen cupboard.

A Committee member will attend to lock up at the end of the hire period.

3. Hirer Responsibilities

3.1 Number of Guests

The number of people occupying the pavilion, at any one time, must not exceed the design capacity:

- The building, including the bar and kitchen: 90 people
- The two team changing rooms: 15 people each
- The referee's room: 3 people.

3.2 Supervision:

The Hirer will be responsible for supervision of the premises, the fabric of the building and its contents as well as the behaviour of persons using it, during the period of hire. The Hirer shall not use or allow the Pavilion to be used for any unlawful purpose.

3.3 Damage

The Hirer shall indemnify the committee for the cost of repairs of any damage that may occur on the premises during the period of hire as a result of the hiring. Any damage must be reported to the Booking Secretary at the end of the Hire Period.

3.4 Urgent Repairs:

Please text or telephone Moira Hurst on 07949 772915 to report any fault you consider needs immediate attention.

3.5 Our neighbours:

Hirers are responsible for ensuring that no nuisance is caused to our neighbours. The playing of music, singing, acting or dancing is not allowed outside the Pavilion after 11pm. Occupants of vehicles should leave the premises quietly, particularly after 11 pm. The noise level of indoor music after 11pm must be reduced to such a level so that it is, as far as possible, inaudible to any neighbouring properties. All entertainment and music must stop by 12.30 am.

Glass should not be placed in the outside bin after 9pm, as it can be very noisy.

4. Rules

- Smoking is not allowed inside the Pavilion.
- For fire safety reasons, no barbecues, bonfires or fireworks are allowed in the grounds of the Pavilion without the express permission of the GRRG Committee
- No LP Gas or Gas appliances may be used in the Pavilion or grounds without the express permission of the GRRG Committee.
- No naked flames or candles, other than cake celebration candles, are permitted in any part of the premises.
- The use of mist machines is not permitted.
- Children are not allowed in the kitchen, nor at or behind the bar.
- Dogs are not allowed on any grassed areas.
- Cars may not be parked on the playing field.

5. Fire Safety

5.1 General

- All fire exits must be kept clear of obstacles at all times. Fire extinguishers must only be removed from their positions for use in fire emergencies.
- All portable electrical equipment brought into the GRRG must have an in-date P.A.T. inspection tag.
- No naked flames are permitted within the buildings or the external grounds, except for celebration cake candles.
- When arranging seating, pathways to Fire Exits and all doorways must always be kept clear, allowing an exit path of the same width as the doorway.
- Fire and Door Stewards should be appointed to help people out of the building in the event of an emergency.
- Fire Exits – the Main Doors and Exit Doors are designated Fire Exits.
- Hirers must keep the entrance and driveway clear, to enable emergency services' access.

5.2 In the event of the Fire Alarm sounding:

The alarm will sound automatically if the smoke detection system activates. On hearing the alarm, persons in the building must immediately evacuate the premises using the nearest fire escape route.

If the alarm system has been accidentally sounded, please contact Moira Hurst on 07949 772915.

5.3 In the event of a Fire:

On discovery of a fire, the alarm should be raised by using one of the alarm activation points. There are break glass call points adjacent to each external door and alarm sounder/beacons in the function room, changing rooms, lobby and toilets lobby.

The Hirer or a nominated person must call the Fire Service. There is a fixed landline telephone available behind the bar, but hirers must also ensure that a person with a mobile telephone is in attendance at all times whilst hiring the pavilion. The Fire Service must be called using the 999 number, quoting the postcode address of TR12 7JL, and What3Words location: *riverside.pancake.cucumber*

Occupants of the Pavilion should assemble at a safe distance on the grassed area in front of the Pavilion. Hirers are responsible for ensuring their guests are accounted for. It is recommended that a system of signing in or a tally count at the beginning of the Hire period is used to facilitate this.

Park in Mundys Field Car Park and follow the blue line

