

**HORDLE PARISH COUNCIL**  
**HORDLE PAVILION BOOKING FORM & CONDITIONS OF HIRE**  
THE PAVILION, VAGGS LANE, HORDLE, LYMINGTON, SO41 0FP

Hirer Name:.....

Address:.....

Post Code:.....

Telephone Number (h).....(mob).....

E-mail address.....

Name of Organisation (if applicable).....

Purpose of Hiring .....

I make application to hire the Hordle Pavilion Hall & Kitchen

1<sup>st</sup> start date.....1<sup>st</sup> start time.....1<sup>st</sup> finish time.....

2<sup>nd</sup> start date... ..2<sup>nd</sup> start time.....2<sup>nd</sup> finish time.....

PLEASE NOTE THAT EVENING BOOKINGS MUST FINISH BY 11pm UNLESS AGREED IN WRITING PRIOR TO EVENT  
Please allow for setting up before and tidying up after hire of facilities within your requested times

**Charges for regular bookings are £30.00 inc vat, which includes a non-returnable booking fee of £5.**

**There are 3 sessions per day.**

**ENCLOSE FULL FEE WITH YOUR BOOKING FORM. Cheques should be made payable to:- HORDLE PARISH COUNCIL**

***Acknowledgement of Booking will be sent: if not received the booking is not confirmed.***

I have received and read a copy of the terms and conditions of hire DETAILED BELOW and agree to be bound by them and will be personally responsible for ensuring the facility is left in a clean and tidy condition.

Signed:.....Dated.....

Office held if signed on behalf of an organisation.....

Please print and retain the conditions of hire below, for your own reference, before returning the completed form.

(ORGANISATIONS SHOULD PROVIDE A COPY OF THEIR OWN VALID INSURANCES TO THIS BOOKING FORM, AND BE PREPARED TO PROVIDE A COPY OF VALID RISK ASSESSMENTS)

IT IS THE RESPONSIBILITY OF THE PERSON SIGNING THIS FORM TO ENSURE THAT ALL USERS ARE CONVERSANT WITH THE CONDITIONS OF HIRE.

**THIS BOOKING FORM AND YOUR PAYMENT SHOULD BE SENT BY POST TO :-**  
**THE PARISH CLERK , HORDLE PARISH COUNCIL,THE COUNCIL OFFICE,**  
**VAGGS LANE, HORDLE, LYMINGTON SO41 0FP**

**OR BY HAND TO**  
**THE COUNCIL OFFICE DURING ADVERTISED PUBLIC OPEN TIMES**  
**TEL / FAX 01425 611119**

**NOTE THAT THE COUNCIL HAS A NO-SMOKING POLICY FOR ALL ITS**  
**BUILDINGS**

**HORDLE PARISH COUNCIL**  
**PAVILION HALL, VAGGS LANE, HORDLE, SO41 0FP**

**Conditions of hire**

- **All drivers are requested to drive in a safe and responsible manner when entering or leaving the grounds.**
- **Parking spaces provided for the disabled are for the use of disabled drivers only.**
- **Hirers are responsible for providing their own first aid facilities, tea towels, cutlery and cleaning materials.**
- **The nearest public phone is located adjacent the chemist in Ashley Lane**
- **All breakages and/or damage must be reported to the Parish Clerk as soon as possible, and be paid for.**
- **The Parish Council accepts no responsibility for personal loss or injury whilst on the premises, or in the car park, on the recreation ground, or other facilities.**
- **No glasses or food to be taken into the MUGA area.**
- **Hirers are responsible for ensuring the facility is left in a clean and tidy condition. All rubbish etc must be removed by the hirer. The council reserves the right to charge for the removal and disposal of any rubbish/waste left in or outside the facility by the hirer.**
- **Smoke machines are not allowed.**
- **Devices must NOT be used to watch or record programmes as they are being shown on TV.**
- **Hirers are responsible for ensuring that any electrical equipment they bring on to the premises is in a safe condition and is fit for purpose.**
- **Hirers are responsible for obtaining any licenses that may be required.**
- **It is the responsibility of the hirer to ensure that the facility is in a safe and fit condition for the activity they are undertaking.**
- **Payment due, in full, must be made before the date of hire.**
- **Hirers are to ensure that No Smoking Legislation with regard to their use of hall and kitchen is adhered to.**

**ARRANGEMENTS FOR ENTRY TO THE FACILITY AND FOR LEAVING**  
**SECURELY SHOULD BE MADE (BEFORE DATE OF HIRE)**  
**WITH MR REG WAREHAM ON 01425 613336 / 0788 408 3231**