

FLETCHING RECREATION GROUND CHARITY

Contact: Gabriella Paterson-Griggs

Tel: 07534 959772

E-mail: frgc.bookings@fletching-pc.org

Website www.fletching-pc.org



Fletching Recreation Ground and Pavilion Terms and Conditions of Hire

Interpretation

For the purpose of these conditions:

'Hirer' shall mean individual hirer or where the hirer is an organisation its authorised representative.

'Premises' shall mean all or part of the Pavilion and Recreation Ground that is the subject of the booking.

'FRGC' shall mean the Fletching Recreation Ground Charity

Bookings

1. All booking applications shall be made using the standard form and submitted to the Bookings Secretary: Gabriella Paterson-Griggs via email frgc.bookings@gmail.com or by calling 07534 959772
2. The Pavilion and Recreation Ground is available for hire between the hours of 8am to 11pm divided into three sessions as follows:
 - Morning 8am to 1pm
 - Afternoon 1pm to 6pm
 - Evening 6pm to 11pm
 - OR
 - All day 8am to 11pm
3. If the hirer wishes to use the premises outside these hours they must contact the Bookings Secretary to discuss.
4. Bookings will be confirmed in writing by the Bookings Secretary together with an invoice which will need to be paid at least seven days before the event.
5. Bookings for parties, family celebrations, discos and dances may require a refundable deposit. The deposit will be refunded in full after the event providing that no damage has occurred to the fabric of the building and its furnishings, and no additional cleaning is required.
6. Provisional bookings will be held for 10 working days, or longer at the Booking Secretary's discretion.
7. Cancellations must be made in writing to the Booking Secretary.
8. A charge of 50% of the hire fee will be made if a booking is cancelled less than one week before the event unless it is possible to rehire the premises.
9. Bookings made and not cancelled will be subject to full payment.
10. No bookings will be accepted from hirers less than 21 years of age. Bookings for events for those less than 21 years of age where alcohol may be consumed must be made by a responsible parent/guardian or officer of a named organisation who must remain on the premises throughout the event.
11. The FRGC reserves the right not to accept any booking.

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12. The FRGC reserves the right to cancel a booking in certain circumstances. The Hirer will be notified as soon as is practicable and any payments refunded. No compensation payments will be made. Hirers are advised to take out insurance to cover themselves in case of this occurring.

Hirer's responsibilities

13. The Hirer is responsible for:
 - ensuring that all the terms and conditions of hire are met
 - ensuring that good order is maintained during the period of the hire
 - for obtaining any necessary Public Liability Insurance and providing a copy
 - nominating a responsible person as the Fire Marshall
 - any items bought into the Pavilion or Recreation Ground. These remain the responsibly of the Hirer and the FRGC accepts no responsibility for any loss or damage
 - completing an accident record in the accident record book should an accident occur on the premises
 - electrical equipment which the Hirer brings onto the premises. Hirers must arrange insurance and PAT testing of their own equipment
 - familiarising themselves with and adhering to the policies in the Health and Safety folder, which can be found in the kitchen
 - clearing away and cleaning so that the Pavilion is in a safe/acceptable state for the next user
 - any injury to any person or damage or loss of any part of the premises or to any equipment, fixture or chattels. The reasonable cost, including consequential cost, arising from any such injury or damage will be assessed by the FRGC and recovered from the Hirer
 - ensuring that all the doors and windows are properly closed at the end of the hire period and that the premises are left secure

Fire Safety

14. The appointed Fire Marshall must ensure all persons are aware of the fire assembly point and how to exit the building in the event of an emergency.
15. It is the Fire Marshall's responsibility to phone the emergency services and co-ordinate the evacuation of the building.
16. The Fire Marshall must be in possession of a mobile phone as the Pavilion does not have an active phone line.
17. Smoking and vaping are not permitted anywhere in the pavilion.
18. No naked flames including candles are permitted within the pavilion.
19. No pyrotechnic materials may be brought into the pavilion.
20. No LPG or other flammable gas cylinders may be brought into the pavilion.

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21. Smoking is ONLY allowed on the recreation ground. Cigarettes and vapes must be extinguished and disposed of in a responsible manner.
22. Hirers will observe and comply with fire safety notices in the premises and all relevant policies.

Alcohol and Entertainment Licensing

23. The premises is not licensed for the consumption of alcohol or entertainment so hirers will need to ensure they hold the necessary licences and permissions.

Note: the bar is run by Fletching Cricket Club solely for club members for which it holds its own licence.

Music

24. Hirers are responsible for obtaining any required music/performance licences or permits for their event.
25. Any music making equipment must be kept within the pavilion and must not be played at a level where it may cause nuisance to the residents of neighbouring properties.

Usage

26. Hirers must not exceed the maximum safe capacity as set out in Appendix 1 to these conditions.
27. Hirers must notify the Bookings Secretary of any damage to the fabric of the building or any faulty or damaged equipment.
28. No nails, screws, pins or staples, blutack, tape or similar fixings may be driven into or attached to the pavilion's structure, walls or woodwork.
29. No hirer shall use the premises or permit them to be used in such a manner as to cause nuisance, damage, disturbance, inconvenience or annoyance to the occupiers of neighbouring properties.
30. Overnight stays are not permitted in the pavilion or on the recreation ground. No vehicles may be left overnight on the recreation ground.
31. The Hirer may not sublet the pavilion or allow it to be used for any unlawful purpose.

General

32. These Terms and Conditions are subject to any statutory or other regulations and restrictions that the FRGC is required to impose.

Payment of accounts

33. The Bookings Secretary will confirm the booking and invoice the hirer accordingly.
34. All invoices to be paid at least seven days before the event is due to take place.

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Appendix 1

Occupant Capacity (takes into account the size of the hall and type of event)

Size of the hall (11.5 x 3.55m) = 40.25 sqm

Standing only 100 persons max.

Chairs only 55 persons max

Tables and chairs 40 persons max