Pavilion and Community Centre Hire

Booking Information and Procedure

Thank you for your enquiry. We are pleased to provide the following information which we hope will assist you in hiring our facilities.

- It is recommended that a site visit is made before making a booking to ensure the premises are suitable for your requirements. This can be arranged via Customer Services staff (contact details below).

- All bookings are to be made through the Customer Services Centre. In the first instance you should contact Customer Services who will be able to check the date you require is available.

- Bookings will only be accepted on receipt of the full hire fee, security deposit and signed booking form.

- Details of hire costs and level of deposit required are available from Customer Service Centre staff or can be found on the council’s web site at: http://www.oadby-wigston.gov.uk/pages/community_facilities_available_for_hire

  Charges are reviewed annually and any increases apply from 1st April for the following twelve months.

- Hirers making block bookings will be invoiced monthly in advance and may, at the discretion of the council, apply to dispense with the requirement for a security deposit.

- Premises are hired on the strict understanding that they are left clean and tidy after use with all rubbish removed, ready for the next hirer.

- Tables and chairs are provided. The hirer will need to provide their own crockery, cutlery and cooking utensils.

- The hirer will be given a signed copy of the booking form which acts as a receipt to confirm the booking.

- The hirer must collect the keys to the premises from the Customer Service Centre a maximum of 48 hours prior to the booking. Keys must be returned to the Customer Service Centre the next working day following the hire. Penalty charges will be incurred for late return of keys.

- Written instructions for opening and closing the premises will be issued when the keys are collected.

For further information contact:

  Customer Service Centre
  Oadby & Wigston Borough Council
  40 Bell Street, Wigston, Leicestershire, LE18 1AD
  Telephone: Leicester (0116) 288 8961  Fascimile: Leicester (0116) 257 2759
  email: customerservices@oadby-wigston.go.uk
(1) Bookings will only be accepted following receipt of a signed hiring application and agreement together with the full fee and security deposit. Payment can be made by card, cash or cheque. Cheques should be made payable to ‘Oadby and Wigston Borough Council’.

(2) The premises are let in accordance with the Scale of Charges set by the Council. The Council reserves the right to vary these charges from time to time.

(3) Both the security deposit and hire fee are required at the time of booking; The security deposit will be refunded in full after the hire providing:
• there has been no damage caused to the premises/property,
• the premises have been left clean and tidy and no extra cleaning is required,
• all refuse has been taken away,
• the event has not caused a noise nuisance
• the keys are returned to Customer Service Centre on the next working day after the hire. A penalty of £10 per day will be incurred for late return of keys.

(4) Cancellations must be given in writing.
• Cancellations with more than 8 weeks notice will be refunded 100% of the hire fee.
• Cancellations with less than 8 weeks notice but more than 6 weeks will be refunded 75% of the hire fee.
• Cancellations with less than 6 weeks notice but more than 14 days will be refunded 50% of the hire fee.
• Cancellations with less than 14 days notice but more than 7 days will be refunded 25% of the hire fee.
• Cancellations with 7 days or less notice will not receive a refund of the hire fee.

(5) The premises must not be sub-let.

(6) The hirer is responsible for:
• Collecting keys to the premises a maximum of 48 hours prior to hiring date;
• Unlocking the premises at the start of the hire;
• The preparation of the premises before the event;
• The proper and orderly use of the premises during the period of hire;
• The safe, neat and tidy condition in which the premises are left after the hire;
• Removal of all refuse generated by the hire;
• Compliance with local byelaws and regulations;
• Ensuring that no smoking is allowed on the premises;
• Observance of all matters of copyright and the requirements of the Licensing Act 2003;
• Ensuring that emergency exits are not obstructed or obscured;
• Payment for any damage caused to the premises, fixtures, fittings or contents;
• Ensuring that all guests leave safely and quietly at the end of the hire;
• Ensuring (for evening bookings) that the premises are vacated by 11.30 pm as required by the Premises Licence.
• Turning off lights and appliances at the end of the hire;
• Closing up and securely locking the premises at the end of the hire;
• Safekeeping and returning the key(s) to the Council’s Customer Service Centre.

(7) The Council will not be held responsible for any damage to or loss of goods, property or equipment or for personal injury on the Council’s premises or land, howsoever caused.
(8) Vehicles left in the car park are left at the owners risk and the Council will not be responsible for any loss, damage or theft.

(9) Where written approval is given by the Council, the hirer will be responsible for applying for a temporary licence for the sale of intoxicants to be consumed on the premises and for the strict observance of the terms of any such Licence.

(10) Permission must be obtained from the Council before any decorations are put up, Any fixings used must be of a temporary nature and not leave a mark on the surface of a wall.

(11) Permission must be obtained from the Council before any equipment or additional apparatus, including electrical apparatus, is brought onto the premises. Any electrical equipment brought onto the premises is required to have in-date Portable Appliance Test certification.

(12) The numbers admitted to the premises must not exceed the authorised limit.

(13) The hirer must allow any Authorised Officer of the Council access to the premises at any time.

(14) The person hiring the facility must be aged 18 years or over.

(15) The person hiring the facility must provide adequate adult supervision (18 years or over) for the duration of the hired period.

(16) The named person hiring the facility has sole responsibility for the key at all times and on the understanding that there will not be any further copies of the key made.

(17) The hirer is responsible for the levels of noise generated both inside and outside of the premises during the period of hire. It is the hirer’s responsibility to ensure that:
   • Discos/bands are not so loud as to create a nuisance;
   • When asked to do so, the volume is turned down immediately;
   • Guests leave the premises quietly at the end of the hire.
Failure to comply could lead to prosecution. The police will be contacted if these rules are not adhered to. Whilst it is not the intention of the Council to terminate any events without good cause, it has a duty to ensure that no nuisance occurs. If noise volume is not reduced when requested, the Council will terminate the function immediately with the full loss of the security deposit.

Users are deemed to have visited the premises before making a booking to make themselves aware of the facilities that are available.
Community Centre and Pavilion Hiring Form – complete all sections in full

<table>
<thead>
<tr>
<th>Contact Details</th>
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<tbody>
<tr>
<td>Name of Hirer(s) or Organisation</td>
</tr>
<tr>
<td>Main Contact Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Telephone number(s)</td>
</tr>
<tr>
<td>Email address</td>
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</tbody>
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<tr>
<th>Booking Information</th>
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<tbody>
<tr>
<td>Name of Venue</td>
</tr>
<tr>
<td>Date of Hire</td>
</tr>
<tr>
<td>Time of Hire (no later than 11.30pm)</td>
</tr>
<tr>
<td>From: To: Time for setting up and clearing away should be included in the above times</td>
</tr>
<tr>
<td>Number of People attending function</td>
</tr>
<tr>
<td>Please note (Max 60 at Walter Charles &amp; Max 90 at Freer Centre)</td>
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<tr>
<td>Purpose of Event</td>
</tr>
</tbody>
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<tr>
<th>Payment Information</th>
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<tbody>
<tr>
<td>Booking Fee</td>
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<tr>
<td>Security Deposit</td>
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</table>

If you are paying by cheque, please ensure you attach your cheque (payable to ‘Oadby & Wigston Borough Council’) to this booking form.

Once your booking is paid for and confirmed, you will need to collect keys for the relevant Pavilion from the Customer Service Centre, 40 Bell Street, Wigston, LE18 1AD, **keys can be collected 48 hours before your booking.**

Keys will need to be returned to the Customer Service Centre, 40 Bell Street the next working day after your booking. Failure to return the keys or late return of the keys will result in some of your deposit being withheld at a late charge of £10.00 per day.

Opening time for the Customer Service Centre can be found on our website: [www.oadby-wigston.gov.uk](http://www.oadby-wigston.gov.uk)
**Licensing Rules**

Our community centres do not have Premise Licences. This means you will need to obtain a Temporary Events Notice from our Licensing Team if you wish to carry out licensable activities during your booking.

Licensing activities include:

- Sale of alcohol
- Performance of a play/musical
- Showing of a film(s)
- Having an indoor sporting events
- Holding a boxing or wrestling entertainment event
- *Performance of live music*
- *Playing recorded music*
- *Performances of dance*

*Please Note*

If you are hiring the centre for a private party and wish to have recorded music, dancing or a live band this is permitted as long as the activities is finished by 11.00pm.

Please read the list below and tick any relevant boxes:

<table>
<thead>
<tr>
<th></th>
<th>Agree</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>We do not intend to sell alcohol at this event. (this includes charging for admission and giving alcohol away for free)</td>
<td>☐ ☐</td>
</tr>
<tr>
<td>2</td>
<td>We do not intend to do any licensable activities listed above</td>
<td>☐ ☐</td>
</tr>
<tr>
<td>3</td>
<td>We are having a private party and will have recorded music, dancing or a live band but this will be finished by 11.00pm</td>
<td>☐ ☐</td>
</tr>
<tr>
<td>4</td>
<td>We will ensure that the safety of children at this event is paramount</td>
<td>☐ ☐</td>
</tr>
</tbody>
</table>

**Note:**

By disagreeing with one of the numbered statements 1 – 3 the Hirer will have to apply for a Temporary Event Notice; details of which are available from:

The Licensing Team, Oadby & Wigston Borough Council, Station Road, Wigston LE18 2DR, 
Tel. 0116 288 8961 or E.mail: licencing@oadby-wigston.gov.uk.

I understand these to be true and proper statements. I also confirm that I have read the terms and conditions of hiring and agree to abide by them.

Signed: ........................................................ Date: ......................................................
Print Name........................................................

Please return form to: Oadby & Wigston Borough Council, Customer Service Centre, 
40 Bell Street, Wigston LE18 1AD
For Office Use Only

Booking fee received  ☐  Security deposit received  ☐
Booking approved by:  Name:
                      Date:
Building checked & keys returned after hire by:
                      Name:
                      Date:
Security refund returned on Date:

By: