

Oadby & Wigston Borough Council

Pavilion and Facilities

Booking Procedure

Thank you for your enquiry. We are pleased to provide the following information which we hope will assist you in making use of the Council pavilion.

Booking Conditions

Pavilions are hired on the strict understanding that they are left after hire as clean, tidy and safe (and refuse removed) as you would expect upon commencement of hire.

The Borough Council of Oadby & Wigston has a policy of NO SMOKING in any of its buildings.

The standard O&WBC conditions of booking apply to all users of the pavilion. A copy of the Conditions is attached.

All bookings are to be made with the Environmental Development Section at The Depot, Oadby and are recorded in the bookings log.

Bookings should be requested at least two working weeks prior to requirement. Requests after that time will be considered subject to availability.

A booking is considered to be provisional until the completed and signed booking forms (together with security deposit and booking fee cheques) are received by the Environmental Development Section. It is then considered to be a **Confirmed booking**.

Confirmed bookings will have precedence over *any* provisional booking.

It is recommended that a site visit to the premises is made before hiring. This is arranged through the Environmental Development Section.

Scale of Charges

All facilities are charged to a scale of charges set annually from April 1st by the Council. The full scale of charges may be viewed on application to the Environmental Development Section.

Regular Users and Friends of the Park user groups

Regular users may apply for relaxation of the requirement for a security deposit and may be invoiced monthly or annually on request.

Booking form

This is attached for completion and return together with your cheque for the booking. Please note item 3 in the terms and conditions relating to a security deposit payable on booking.

Confirmation of booking

A signed copy of the booking form will be issued to the hirer as a receipt and to confirm the booking.

Use of pavilion and facilities

Specific instructions on security, access, health and safety etc. will be provided with the keys.

For further information contact: -

Administration Section, Environmental Development, Oadby & Wigston Borough Council,
The Depot, Wigston Road, Oadby, LE2 5JE

T: 0116 2888961 (option 2) email cscclientservices@oadby-wigston.gov.uk

F: 0116 572 759

Oadby & Wigston Borough Council

TERMS AND CONDITIONS OF HIRING A PAVILION

- (1) The Pavilion is let in accordance with the Scale of Charges set by the Council and the Council reserves the right to vary these from time to time.
- (2) **Bookings will only be accepted following receipt of a signed hiring application and agreement together with the full fee.** Cheques should be made payable to "Oadby and Wigston Borough Council". If a booking is cancelled within one month of the hire date the full fee must be paid. Cancellations cannot be accepted unless given in writing.
- (3) A security deposit of £110 is also required at the time of booking but is refunded in full on return of the pavilion keys unless there has been damage caused to the premises/property, or in the event that the Pavilion is left in such a condition as to require extra cleaning, refuse left, or in the event that a public nuisance occurs during the hiring, or in the event that the keys are lost.
- (4) The Pavilion must not be sub-let.
- (5) The hirer will be responsible for:
 - a) **Collecting the Pavilion key 48 hours prior to hiring date;**
 - b) Unlocking the Pavilion at the start of the hiring;
 - c) The preparation of the Pavilion before the event;
 - d) The proper and orderly use of the Pavilion during the period of the hiring;
 - e) The safe, neat and tidy condition in which the premises are left after the hiring;
 - f) Removal of all refuse generated by the hiring;
 - g) Compliance with the local byelaws and regulations;
 - h) Observance of all matters of copyright and the requirements of the Licensing Act 2003;
 - i) Ensuring that emergency exits are not obstructed or obscured;
 - j) Payment for any damage caused to the premises or its contents;
 - k) That all guests of the event leave safely and quietly by **11.30 pm** as required by the Premises Licence.
 - l) Turning off lights, appliances etc. Closing and securely locking the Pavilion at the end of the hiring;
 - m) Safekeeping and returning of the key to the Council.
- (6) 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.
- (7) 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.
- (8) 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.
- (9) Permission must be obtained from the Council before any decorations are put up or before any equipment or additional apparatus, including electrical apparatus, is brought into the building. Any fixings must be of a temporary nature and not leave a mark on the surface.
- (10) The numbers admitted to the pavilion must not exceed the authorised limit.
- (11) The hirer must allow any Authorised Officer of the Council access to the premises at any time.
- (12) The person or persons hiring the facility must be aged 18 years or over.
- (13) The person or persons hiring the facility must provide adequate adult supervision (18 years or over) for the duration of the hired period.
- (14) The named person or persons hiring the facility are to have sole responsibility of the key at all times and on the understanding that there will not be any further copies of the key made.

- (15) **Noise.** 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**;
 - Participants leave the Pavilion quietly.

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 **loss of the £110** security deposit.

USERS ARE DEEMED TO HAVE VISITED THE PAVILION BEFORE BOOKING AND MAKE THEMSELVES AWARE OF THE FACILITIES THAT ARE AVAILABLE

Oadby & Wigston Borough Council

PAVILION HIRING FORM

Please write clearly, using BLOCK capitals

Name of Pavilion.....

Name of Hirer(s)/Organisation:

Contact name:

Address:

.....Post Code:

Daytime Tel. No: Evening Tel. No:

I/we wish to hire the pavilion on

For a regular booking please state frequency (or attach fixtures list etc.)

Time of hire - from: to: (no later than 11.30pm)

(Note time booked includes time for preparation and clearing away)

Number of people attending function (Max. 90)

Purpose of function/event:

Payment

Pavilion Booking Fee @ £ per hour (or part hour) Amount due:£

Security Deposit @ £ 110.00

PLEASE ensure that you attach cheque (payable to ‘Oadby & Wigston Borough Council’) to this booking form.

I have read the terms and conditions of hiring and agree to abide by them.

Signed: Date:

Return to: Oadby & Wigston Borough Council, Environment Development Section, The Depot, Wigston Road, Oadby, LE2 5JE

~~~~~  
For office use only:

Booking fee received  Security deposit received

Booking approved by: Name: .....

Signature: ..... Date:.....

Building checked & keys returned after hire by:

Name: .....

Signature: ..... Date: .....

Security refund returned on (Date) .....By ... .. (Print Name)

**PREMISES LICENCE**

In observance of the Licensing Act 2003 you are required to complete the following statements by ticking the appropriate box and signing the declaration.

|   |                                                                               | <b>Agree</b>             | <b>Dis -<br/>agree</b>   |
|---|-------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1 | I/We do not intend to sell alcohol at this event.                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | I/We do not intend to have a LIVE band or other musicians at this event.      | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | I/We do not intend to have LIVE performances of dance at this event.          | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | I/We do not intend to charge guests for this event.                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | I/We intend to ensure that the safety of children at this event is paramount. | <input type="checkbox"/> | <input type="checkbox"/> |

**Note:** By disagreeing with one of the numbered statements 1 – 4 the Hirer will have to apply for a Temporary Event Notice; details of which are available from the Licensing Officer, Oadby & Wigston Borough Council, Station Road, Wigston LE18 2DR, Tele. 0116 288 8961 or E.mail: licencing@oadby-wigston.gov.uk.

I understand these to be true and proper statements.

Signed (Hirer 1) \_\_\_\_\_ Signed (Hirer 2) \_\_\_\_\_

Print Name \_\_\_\_\_ Print Name \_\_\_\_\_