



Broxhead Pavilion Conditions of Hire

Broxhead Farm Road, Broxhead Common, Lindford, Hampshire, GU35 0NY

For bookings please contact Katherine McRae | 07912 687 887 | mcrae.kat@gmail.com

1. Function Room and Events

1.1 Broxhead Pavilion (a part of Grayshott Cricket Club) is delighted to offer the following function spaces for hire:

- (a) Multi-function room available from 09:00 – 23:30
 - (i) 80 standing guests and 60 seated guests
 - (ii) Fully licensed staffed bar; available 12:00 - 23:00
 - (iii) Outdoor terrace; available 09:00 - 22:00
- (b) Cricket outfield and sports ground; available 09:00 – 19:00
 - (i) Marquees are permitted with prior consent by Broxhead Pavilion

2. Booking Policy

- 2.1 Please contact Katherine McRae (contact details at the top of the page) to discuss event availability, requirements and to make a booking using the booking form. All bookings are provisional until the booking form is complete and deposits/payment has been paid.
- 2.2 Broxhead Pavilion does not hold birthday parties between the ages of 15 and 25, or stag and hen parties.
- 2.3 The person signing the booking form shall be deemed to be the Hirer as well as the Society, Association, Club or other organisation on whose behalf the booking may be made and will be jointly and severally liable for the payment of the hiring fees and charges, and for the strict observance of these Conditions of Hire.
- 2.3 The Hirer shall not use the Pavilion, permit the premises or sub-let the Pavilion to be used for any other purpose other than for the purpose specified on the booking form.

3. Charges

- 3.1 Regular hirers (2+ events per month) must pay monthly in advance.
- 3.2 For all events under £150; 100% of the booking fee will be payable on confirmation of the booking
- 3.3 For all events over £150; 50% of the booking fee (non-refundable) will be payable on confirmation of the booking. The remaining 50% of the fee is payable 14 days prior to the event.
- 3.4 A refundable security deposit of £100 will be charged in addition to the prices quoted for all social events; this will be refunded in full subject to the Pavilion being left in a clean and tidy condition and there is no damage to the property or furniture.
- 3.5 The Hirer is responsible for any damages both to the Pavilion and cricket ground, or loss of furniture, equipment or crockery. The Hirer shall pay, on demand, the amount required to make good or remedy any such damage.
- 3.6 Payment can be made by cheque, BACS transfer or cash. Details on request.

4. Cancellation

- 4.1 The Hirer must give at least 10 days notice of its wish to cancel the booking. If such notice is given, the event hire charge, less the deposit paid, shall be refunded.
- 4.2 If less than 10 days notice is given, the Pavilion may at its sole discretion refund 50% of the event hire charge, less the deposit paid.
- 4.3 If a booking is made less than 10 days prior to the event and the Hirer cancels the booking, the Pavilion will not be liable to refund any of the booking fee and deposit.
- 4.4 In the unlikely event that the Club cancels or postpones the function, the Club shall be liable only to refund any deposits held and shall not be liable for any contingent losses or damages of any kind.

4. Licensed Bar and Catering

- 4.1 Broxhead Pavilion will provide a fully staffed cash bar at the agreement of the Hirer. We reserve the right to refuse people alcohol at our discretion.
- 4.2 No alcohol may be brought in the Pavilion without prior consent; a corkage fee will apply.
- 4.3 The kitchen, mugs, glasses and crockery are available for use by prior consent for tea, coffee and light cold meals. The Hirer must provide their own tea, coffee and soft drinks.
- 4.4 The Pavilion permit external catering with our recommended caterers; a full list is available upon request.

5. Car Parking

- 5.1 Free car parking is available on site within the designated areas.
- 5.2 Under no circumstances will Broxhead Pavilion accept any responsibility for loss or damage to the contents of, or to, any vehicle that may be brought to or left on site.

6. The Event

- 6.1 Broxhead Pavilion will make arrangements with the Hirer to exchange keys and venue instructions.
- 6.2 It is the Hirer's responsibility to ensure the booking is conducted in accordance with your booking and in a safe, orderly and lawful manner.
- 6.3 No decorations, notices or other objects may be attached to any part of the structure by pins or any means that may mark or otherwise damage the Pavilion walls and surfaces.
- 6.4 The Hirer shall ensure that the Wi-Fi internet access is not subject to inappropriate use.
- 6.5 The Hirer shall ensure that the fixtures and fittings are not altered, adjusted or removed.
- 6.6 The Hirer shall ensure that bookings for or involving children conform to current regulations and that persons having access to the children during the period of the hire are fit and proper.
- 6.7 The Hirer shall ensure that any electrical appliances brought in to the premises are in good, safe working order and are used in a safe manner in accordance with the Electricity at Work Regulations 1989.
- 6.8 The Hirer shall ensure that no heating appliances and/or highly inflammable substances are brought onto or used on the premises.
- 6.9 The Hirer shall ensure that the use of the premises does not cause a nuisance to the neighbourhood including on arrival and departure.

6. The Event (contd)

- 6.10 The Hirer shall ensure that bottles, boxes and large amounts of rubbish are removed at the end of the hire.
- 6.11 No animals, other than an assistance dog, may be brought inside the Pavilion. No dogs are allowed in the kitchen area.
- 6.12 External doors and windows must be closed by 22:00

7. End of Hire Period

- 7.1 The Hirer shall be responsible for leaving the Pavilion and surrounding area in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced. All used table tops should be cleaned, crockery and plates washed up and bin emptied; a charge of £30.00 will be made for necessary washing up and cleaning.
- 7.2 Regular Hirers of the Hall, who have made arrangements for their equipment to remain on the premises between events, must ensure this is stored as agreed and are responsible for its security and insurance.
- 7.3 The Hirer is responsible to ensure that all lights are turned off, all windows completely closed and fastened, all doors properly locked.
- 7.4 Broxhead Pavilion does not accept responsibility or liability for any damage or loss of property of things that are placed or left upon the premises during the hiring period.

8. Fire Procedures and Health & Safety

- 10.1 The Hirer should make themselves familiar with the fire procedures for the Pavilion. Fire safety instructions will be given with the key and details can also be found?
- 10.2 Smoking is prohibited within the Pavilion and Patio area. Ashtrays will be provided outside of this area.
- 10.3 Fireworks are prohibited on the Broxhead Pavilion premises.
- 10.4 A first aid boxes is located in the kitchen. Details of accidents that result in an injury must be entered in the accident book.
- 10.5 CCTV is in operation both inside and outside of the pavilion.

11. Indemnity

- 11.1 The Hirer shall indemnify Grayshott Cricket Club and Broxhead Pavilion against all claims, demands, actions or proceedings in respect of the default or injury caused by or to any person which shall occur whilst the person is in or upon club property or arise from an accident whilst at the premises, or in respect of any loss or damage suffered or sustained by any person unless due to negligence of Grayshott Cricket Club.

By signing below, you have read and agree to the Terms & Conditions above;

Signature:

Print Name:

For and on behalf of:
(Company Name if applicable)

Date: