



|                  |        |                   |      |
|------------------|--------|-------------------|------|
| Nature of event: |        |                   |      |
| Date             |        | Number of guests: |      |
| Room:            | Start: |                   | End: |

Additional info:

| Room                    | Price per hour                | Time                          | Number of hours                       |
|-------------------------|-------------------------------|-------------------------------|---------------------------------------|
| Brian Joyce Main Hall   | £27 inc VAT.                  |                               |                                       |
| Bill Horsefield Bar     | £18 inc VAT.                  |                               |                                       |
| William Jeffery Room    | £18 inc VAT.                  |                               |                                       |
| Returnable Damages Bond | £100                          |                               |                                       |
|                         |                               |                               |                                       |
| Office use only         |                               | Staff initial:                |                                       |
| TOTAL ROOM HIRE FEE     | £                             |                               |                                       |
| PAYMENT TYPE:           | Card <input type="checkbox"/> | Cash <input type="checkbox"/> | Payment Link <input type="checkbox"/> |



## THE PAVILION TERMS & CONDITIONS

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### 1. Conditions of Hire

#### 1.1 Where a promoting organization is named i.e.

a charity or business that organization shall be jointly liable with the person who signs the booking form. Any breach of conditions, payments or building damage could result in a cancellation or charges.

1.2 Provisional booking shall be held for a maximum for two weeks only.

1.3 All Sunday bookings in the main hall is a minimum of four hours.

1.4 Any electrical appliance must have a valid personal appliance test certificate to show the facilities team, a minimum of one week before the function.

**1.5 All drinks both alcoholic and soft drinks must be purchased from the Peterlee town council.**

1.6 The hirer is responsible for the behavior of the guests. The hirer may be charged expenses due to emergency service call-outs.

1.7 The hire of the facilities does not entitle the hirer to use or enter the premises at any time other than the specified hours. We allow one hour before a function to set up the room. Peterlee town council reserves the right to enter any of its rooms and reserves the right to allow access to emergency services, health and safety officers, environmental health officers or trading standards representatives at any time.

1.8 The hirer is responsible for all damages, which may occur this includes any fixtures and fittings or any other items in the premises and council land. Peterlee town council reserves the right to withhold £100.00 bond to cover the costs of any damage or cleaning costs which may occur during the period of hire.

1.9 Peterlee Town Council reserves the right to cancel/amend bookings.

1.10 The town council is not accountable for any loss of, or damage to any property or responsible for any injuries sustained during the time the hall has been hired.

1.11 No flags, emblems or other decorations shall be displayed outside of the hired room without the consent of the facilities team. No bolts, nails, tacks, screws, pins, cello tape or anything other items similar should be used to stick items on walls. We do allow blu tack or white tack to stick up items to decorate the room.

1.12 Room setups and any other arrangements can be discussed with the facilities team. The hirer is responsible that room limits will not be exceeded.

### 2. Payments

2.1 All applicants are required to complete a booking form and make a full payment including £100.00 returnable damages bond. All charges must be paid at the time of booking specified on the booking form, no booking can

be confirmed until full payment has been made and a received completed booking form.

2.2 A completed booking form together with the full hiring charge must be paid within two weeks of making the provisional booking.

2.3 The facilities manager reserves the right to withhold the £100.00 returnable damages bond due to any breach of term and conditions. This is solely at the discretion of the facilities manager.

2.4 Returnable damages bonds made by cash will be returned by bacs payment and payments made by card can be transferred back on to your card only to the card you paid with.

### 3. Cancellations

3.1 All Cancellation requests must be made in writing and signed by the hirer and addressed to the facilities manager, all cancellation refunds will be refunded by bacs payment.

| More than 90 days notice | All amounts paid refunded by bacs |
|--------------------------|-----------------------------------|
| 90 days prior            | 50% payment refunded              |
| Within 31 days           | NO REFUND                         |

### 4. Room Descriptions

Brain Joyce Main Hall: The multi-purpose function hall has the capability to hold up to 100 guests, it also has a built-in music system and fully stocked bar.

Bill Horsefield Bar: Our most versatile meeting room is equipped with conference facilities and can accommodate up to 60 guests with various set up options to suite, it also has its own private bar.

William Jeffery Room: The William Jeffery room is our largest meeting room which can hold a maximum of 40 guests offering a great range of seating options to suite your needs. Ideal for training seminars, board meeting and presentations it is also regularly used alongside the main hall as it located directly opposite.

\*All rooms are wheel chair accessible.\*

### 5. Other Information

5.1 Prior consent to the council must be obtained for the use of the fireworks on the premises or grounds.

5.2 The use of any type of candles is not allowed. The only exception to this is to candles on birthday cakes with permission from a member of the facilities team.

5.3 Children must always be supervised.

5.4 Rounds tables are 5ft round & banqueting tables are 2ft - 4ft Long.

5.5 Bar service is not included as part of children's party booking. A bottle bar may be provided only if requested in advance and agreed at the time of booking.

5.6 Bar will not be open for Children's parties.

5.7 When hiring the room for presentations or birthday parties, children must remain in the room hired. If children are left unsupervised elsewhere in the building, the full building hire fee will apply.

5.8 The Pavilion does not allow confetti, confetti balloons or glitter. If they are used, a cleaning charge will be issued.

## GDPR POLICY

The information you have provided is personal data. Peterlee Town Council will hold this information securely in both computerised and manual files for a period of five years. We will only ever use data in confidence and in accordance with the new GDPR 2018 to effectively manage and evaluate our services. We will not pass your details to third parties unless by your explicit consent or as required by law.

☐

I consent to the personal data above being used for evaluation purposes, to help The Council monitor and improve the quality of activities and services on offer.

☐

I consent to the personal data above being used to contact me about other relevant classes and activities.

*If you wish to obtain a copy of information we hold about you, request how we contact you, or be removed from mailing lists, you must apply in writing to Sharon Pounder, Building Manager, The Pavilion, Helford Road, Peterlee, County Durham SR8 1ER.*

**IT IS THE RESPONSIBILITY OF THE PERSON NAMED ON THE BOOKING FORM TO ENSURE THAT THE ABOVE CONDITIONS ARE ADHERED TO BY ALL PARTICIPANTS. IF THEY ARE NOT, THEN ALL PARTICIPANTS WILL BE REFUSED ENTRY OR ASK TO LEAVE THE FACILITY AND FURTHER BOOKINGS WILL BE REFUSED.**

***I confirm that I have read, understood and agree to the Terms and Conditions above.***

Print Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_