

Ewyas Harold Group Parish Council



Booking Form - Ewyas Harold Recreation Ground

Name	
Address	
Telephone Contact	
Email Address	
Group or Company (if applicable)	
Date Required	
Time Required	
Areas Required: Please indicate below	
Pavilion	
Changing Rooms	
Football Pitch	
Cricket Pitch	
Purpose of hire (please give event details including activities planned)	
Vehicular access required?	

Charges
£8.00 per hour including VAT
Community groups and charities – please contact the clerk for charges

Completion of this form does not create a booking. If your booking is approved, you will be invoiced for the booking charge. Once payment has been received a booking confirmation will be issued.

Please send this completed booking form to the parish clerk, Claire Owen either by email: clerk@ewyasharoldgpc.org.uk or by post: Garway House, Garway Hill, Hereford, HR2 8RT
Any questions, please contact the clerk via either of the above or by phone: 07932 447591

Conditions of hire

- These conditions of hire are based upon the information and activities detailed in the booking form provided. Any change to the planned event or activities should be notified to the parish council immediately.
- If you require vehicular access to the field for delivery of goods or services for the set-up, this will need to be specified at the time of booking as this requires a separate key. Vehicular access should be kept to a minimum and will only be granted where deemed absolutely necessary. The pedestrian gate at Priorsfield should be used as a drop off point where possible.
- Vehicles entering the recreation ground must do so through the swing barrier and must keep to the immediate left hand side of the field and approach the pavilion building at the concrete ramp, ensuring the football and cricket pitches are avoided. Hirers are responsible for making good any damage left by vehicles on the recreation ground and for ensuring appropriate motor vehicle insurance is in place.
- In the interests of safety, please do not use glasses or glass containers.
- Smoking is not permitted anywhere within the building.
- All surplus food and any rubbish must be taken away and on no account left inside or outside the pavilion or at the recreation ground at all.
- Noise must be kept to a reasonable level.
- The Hirer is requested to refrain from fixing decorations with adhesive tape, drawing pins or anything else that may cause damage to walls and ceilings.
- The Hirer shall leave the premises in the same condition it was prior to the function and shall return all furniture to the position found at that time. Cleaning materials are available in the pavilion and if mopping the wooden floor, please do not use excessive water or abrasive cleaners.
- The Hirer shall be responsible for the safety of all persons in, or on the premises for the purposes of the booking. A first aid kit is available in the kitchen.
- The Hirer shall be responsible for any damage caused to any part of the pavilion, furniture and fittings during the period of hire.
- The Parish Council will not be responsible for any loss or damage to articles at the pavilion or recreation ground or from/to vehicles in the car park. Vehicles are parked at the owner's risk.
- If the event is open to the general public, the event organisers must carry out a risk assessment and arrange public liability insurance for the activities being undertaken. Copies of these should be provided to the parish council at least 14 days prior to the event.
- Events within the Pavilion, not open to the general public, such as a family party, do not require public liability insurance as this is covered by the parish council's Indemnity to Hirer cover. However, this does not extend to the recreation ground itself and the parish council is not responsible for the activities carried out by the hirer on parish council land. The hirer may wish to consider arranging insurance for those activities.
- All third parties must have their own public liability insurance in place, for example: bouncy castles, pony rides, sports activities etc.
- The Hirer must ensure that all lights, heaters and taps are turned off and all doors and windows secured when leaving the building or they will be held personally responsible.
- It must be borne in mind that the recreation ground is a public place and therefore the parish council cannot accept any restrictions on access for members of the public.
- If any of the above conditions are not met, or for any reason deemed necessary by the parish council, the parish council reserves the right to cancel, postpone or limit the event. The parish council may visit during the function to see that all regulations and conditions are adhered to.