

# Carperby Playing Fields Association Sports Pavilion Conditions of Use

## 1. Applications

Applications for use shall be made, in writing, on the prescribed form via the booking secretary.

## 2. Cancellations

The user shall give not less than 48 hours notice of any cancellation.

## 3. Indemnity

The user shall reimburse to Carperby Playing Fields Association (hereinafter referred to as CPFA) any additional cost of making good any damage to the building or its fixtures and fittings, or any extra cleaning thereof which arises from the hiring. In addition, CPFA reserves the right to require a deposit to be paid prior to the event. Any such deposit will be repaid in full if the pavilion is left in the condition in which it was originally hired.

## 4. Supervision

The User shall, during the period of use, be responsible for the supervision of the premises, the fabric and the contents; their care, safety from damage and behaviour of all persons using the premises including proper supervision of car parking arrangements so as to avoid obstruction of the highway. The User shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings and contents.

## 5. Sub-letting

The pavilion may not be sub-let, or used for any purpose other than that described on the booking form.

## 6. Cleanliness

The user shall leave the pavilion in a clean and tidy condition at the end of the use period.

## 7. Claims

The user shall indemnify CPFA against all claims, demands, actions or proceedings in respect of damage to property and/or the injury or death of any person which may occur prior to, during, or subsequent to the period of use which is alleged to be a consequence of the activity or purpose of use. This clause shall not apply in the event of negligence by CPFA or any defect in the premises being the cause of such damage, injury or death.

## 8. Termination

CPFA reserves the right to refuse any booking without giving a reason, and to terminate any regular booking with not more than one calendar month's notice. CPFA also reserves the right to summarily terminate any booking before or during the period of use when it may be of the opinion that continued use of the premises would not be in the interests of good management, or when the use of the pavilion is required for a matter of special importance. CPFA shall have no liability and the decision of CPFA shall be final.

## 9. Force-Majeure

CPFA shall not be responsible for any consequential loss or damage to the user in the event of the pavilion not being available by reason of any accident or event beyond CPFA's control.

## 10. Timings

The pavilion is only available until 12.30am. It must be cleaned and vacated by that time. (See 6) Any use period must include the time needed to prepare for, and clean up after, the event.

## 11. Licensable Activities

The premises are not licensed for copyright music in any form, eg record, compact disc, tapes, radio, television or by performers in person. If licenses are required in respect of any activity on the premises the User should ensure that they hold the relevant license. The premises does not have a license for the sale of alcohol; therefore any User wishing to sell

alcohol must inform the Bookings Secretary PRIOR to applying for a Temporary Events Notice which must be shown to the Bookings Secretary before the event goes ahead. No licensable activities to take place outdoors between the hours of 11 pm and 8 am the next day. The User shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

## **12. Alcoholic beverages**

The sale of alcoholic beverages during any period of use is strictly prohibited, as is supply of alcoholic beverages, to anybody below legal age. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

## **13. Health & Safety**

### **a) Public Safety Compliance**

The general fire precautions will be maintained in accordance with the guidance prescribed in the Regulatory Reform Order Guide for small and medium sized places of assembly. The maximum capacity is 50 seated in the changing areas and 50 seated in the club room, including service providers. All electrical equipment brought into the Hall MUST BE PAT tested. No naked flames are allowed eg candles (with the exception of birthday cake candles). No children allowed in the kitchen. Children's parties must be supervised. Illuminated exit signs must be turned on at all times and all fire exits kept clear of obstruction, combustible storage and furniture.

### **b) Public Liability**

Appropriate Public Liability Insurance will be held by CPFA for the use of the facility. Users are advised to consider the need for their own Public Liability or other insurance to cover their activities.

### **c) Health and Hygiene**

The preparation of raw foodstuffs that require cooking prior to consumption is not allowed in the hall. No animals are to enter the kitchen at any time.

### **d) Accidents and Dangerous Occurrences**

Accidents, dangerous occurrences/near misses or any problems MUST BE entered in the Accident Book located in the first aid box in the kitchen and also reported to the Bookings Secretary. Failure to do so may negate a claim.

### **e) Explosives and Flammable Substances**

The User shall ensure that highly flammable substances are not brought into, or used in any part of the premises and that no internal decorations of a combustible nature (eg polystyrene, cotton wool) shall be erected without the consent of the Bookings Secretary. No decorations are to be put up near light fittings or heaters. Special effects such as lasers, smoke or foam machines are not allowed inside the premises. Chinese lanterns and/or fireworks are not allowed either inside or outside the premises.

### **f) Safety of Vulnerable People**

Hiring of the Hall for groups other than private parties involving children under 8 years of age or, vulnerable adults will only be accepted if the organisation can give evidence of affiliation to an appropriate governing body. Any individual wishing to run classes or events for unaccompanied persons under the age of 16 years, other than a private party, must produce a Disclosure and Barring Service (DBS) certificate before their booking will be accepted.

### **g) Telephone**

The Hall has no telephone therefore you are advised to bring a fully charged mobile telephone for use in case of emergency.

## **14. Fire Safety**

The Hall is provided with an electronic, manually operated fire alarm system. Actuation points are located adjacent to the main and rear entrances.

**If you discover a fire RAISE THE ALARM, LEAVE the PREMISES, and NOTIFY the EMERGENCY SERVICES.**

**ONLY IF YOU FEEL IT IS SAFE TO DO SO, attack the fire. Fire extinguishers are located within the building.**

**If you hear the fire alarm, which is a monotone siren, leave the building by the nearest route. Two exits are provided, each of which is clearly marked.**

Any person with hearing difficulties should be made aware of any alarm of fire by hand signals.

IT IS IMPERATIVE THAT THE ILLUMINATED EXIT SIGNS ARE TURNED ON WHEN THE PREMISES ARE OCCUPIED.

You will find the switches adjacent to the main and rear entrances. Both switches are clearly labelled.

Fire fighting equipment is provided in accordance with the Regulatory Reform (Fire Safety) Order 2005

A copy of the premises Fire Safety Risk Assessment can be obtained from the CPFA chairman.

### **15. Behaviour**

The user shall be responsible, during the period of use, for the reasonable behaviour of the users of the pavilion and its surroundings as well as for any damage which occurs. CPFA may, if it thinks fit, charge the user for any extra expenses incurred in preserving order prior to, during, or after any use of the pavilion.

### **16. General**

No bolts, nails, tacks, screws, adhesives or other fixings shall be driven into or affixed to any part of the pavilion, nor shall placards or other articles be affixed. No flags, emblems or other decorations shall be displayed outside any part of the hall without the previous consent of CPFA. No additional lights or extensions to the existing electrical fittings shall be used without the prior consent of CPFA. No candles or other devices using flame shall be used for lighting, heating or decoration, other than on celebratory cakes. Care must be exercised at all times regarding fire precautions and all exits must be kept clear at all times. Any damage or incorrect operation of electrical or fire equipment must be reported immediately.

### **17. Entry**

Members of CPFA, or any person authorised by them, shall have the right of free and unimpeded entry to the premises in pursuance of their duties at all times.

### **18. Conditions**

When a series of bookings is made, these conditions will apply to the first booking, and all subsequent bookings.

### **19. Variations**

These conditions may be varied at any time, at the discretion of CPFA.

**Carperby Playing Fields Association  
Sports Pavilion Booking Form**

**1. Name of Person/Organisation - .....**

**2. Address .....**

.....

.....

**3. Contact Telephone No. ....**

**4. Contact E-mail .....**

**5. Date of Booking - .....**

**6. Times required - From.....am/pm to.....am/pm**

**7. Purpose of Booking - .....**

**8. Number of People expected at the Event - .....**

**9. Please indicate areas/facilities of Pavilion required:**

**Club Room / Kitchen / Cooking Facilities / Tables / Chairs / Toilets**

**(Please note – for private parties the Changing Rooms, Officials’ Room and storerooms are not available for use.)**

**10. Do you intend to use the Playing Field for any activity? .....**

**If so, please state what you intend .....**

**11. I have read and understood the terms of the booking contract and agree to abide by them. (Please tick)**

**12. Please sign and date the declaration below.**

**Signed .....**

**Date .....**