



Kingskerswell Parish Council

Pavilion Bookings Terms and Conditions

Date: 26th October 2023

Version: 1.0

Agreed at Full Council Meeting – 30th October 2023

Introduction

These terms and conditions govern the rental of The Pavilion, located at Manor Drive, Kingskerswell TQ12 5HB.

By booking The Pavilion you agree to comply with the following terms and conditions.

Booking Process

All bookings must be made in advance through our official bookings system or by contacting the Parish Clerk on info@kingskerswell-pc.gov.uk or the Admin Assistant on enquiries@kingskerswell-pc.gov.uk

Bookings will only be provisional until full payment is received.

Full payment is required at least 3 days prior to the event.

The Parish Council has the right to refuse or decline a request to hire the venue without giving a reason.

Cancellation Policy

Cancellation requests must be made in writing and sent to the Parish Clerk or the Admin Assistant, or via the official booking system.

Cancellations made less than 3 days before the scheduled event will result in the forfeiture of the entire booking fee.

Cancellations made less than 28 days but more than 3 days before the scheduled event will result in 50% of the booking fee being refunded.

Cancellations made more than 28 days before the event will be fully refunded.

The Parish Council has the right to cancel the hire at any point and the hirer will be entitled to a refund of any amount already paid.

Usage of the venue

The venue should be used strictly for the purpose specified in the booking agreement.

The hirer is responsible for ensuring that all activities within the premises comply with local laws and regulations.

The hirer is liable for any damages or loss of property during the rental period. All breakages and damage must be reported and if appropriate compensation made.

Access and Security

The hirer is responsible for ensuring the security of the venue during the rental period.

Access to the venue will be provided at the agreed-upon time and must be vacated by the specified end time.

Please respect our neighbours, particularly when arriving or leaving the venue.

Liability

The Pavilion is not liable for any injury, loss or damage to property or persons during the rental period, unless caused by the negligence of the Parish Council.

The hirer is responsible for obtaining appropriate insurance to cover any potential liabilities during the event or where additional equipment is brought into the venue e.g., bouncy castles, disco equipment etc. When electrical equipment, including a bouncy castle, is hired for use at the venue, evidence of the insurance of the equipment must be provided in advance and have a current PAT test label.

The hirer is responsible for ensuring that the fire safety risk assessment is read and understood.

All vehicles are parked on The Pavilion car park at the owner's risk.

Compliance with regulations

The hirer agrees to comply with all relevant health and safety regulations and data protection legislation during the event.

Any breaches of regulations may result in the immediate termination of the rental agreement.

Amendments

Any amendments to the booking must be agreed upon by both parties in writing.

Additional fees may apply for changes made to the original booking agreement.

Status and Review

These terms and conditions were adopted by KKPC at a meeting of the full council on 30th October 2023. It will be reviewed periodically by KKPC.