



Parish Clerk

King George V Playing Fields Pavilion
Front Street, Framwellgate Moor, Durham, DH1 5BL
07572 004256

framwellgatemoorparishcouncil@yahoo.co.uk

Letting Policy for the Pavilion Building

1. The Pavilion building is owned and managed by Framwellgate Moor Parish Council (FMPC). The Parish has a policy of letting their facilities for the benefit of the community and to generate income. The King George V Pavilion Building is available for hire to local organisations, businesses, and individuals in accordance with this Letting Policy statement.
2. The King George V Pavilion Building shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.
3. All hiring is subject to standard conditions that form the basis of a Hiring Agreement that must be signed by the hirer at the time of booking. The Hiring Agreement is a formal contract. FMPC does; however, reserve the right to refuse, at their absolute discretion, to let facilities particularly where the letting may be to the detriment of the rooms, its staff and/or the local community.
4. The management and bookings of all external lettings is the responsibility of the Parish Clerk. The use of rooms for external purposes may be subject to restrictions (eg **if the centre is needed as a Polling Station or Parish meetings**).
5. All users and hirers must clearly state the purpose of the hiring on the booking form and comply with all Health and Safety regulations. They must discuss their requirements with the Parish Clerk prior to the event. Hirers should be aware that the Pavilion building does not have the benefit of a Premises licence and cannot therefore host any licensable activities. The Parish Clerk can advise on this.
6. Bookings are not accepted from persons under the age of 18 years or for private parties for young people unless the hirer is an adult, and an undertaking is given that the ratio of adults to young people present is at least 1:12. This is increased to 1:8 for children under 7 and 1:6 for pre-school children.
7. No alcohol should be brought upon the premises unless authorised to do so.

8. Hirers will be invoiced and should pay in full via BACS once the invoice is received.
9. The main room, kitchen and toilets must be left in the way in which they were found. Cleaning equipment will be made available to use. Hirers may be asked for a returnable deposit in addition to the hiring charges. The deposit will be returned in full if the premises are left in a clean and tenable condition following the hiring.
10. Bookings can be on a one-off basis or a repeat booking over several weeks or months (long term bookings). Details are to be shown on the Hire Agreement. Long term hirers will be encouraged to set up a standing order to pay hire charges.
11. The Pavilion is normally available for hire in one hour "slots" that in fact will last for 55 minutes to allow a changeover period of 5 minutes with the next hirer. The hall may be hired for shorter periods—the rate will be pro-rata the hourly rate.
12. You must check with the Parish Clerk to see if the Parish Council's insurance will cover your activities, or if you require your own.
13. Charges will be set by the Parish Council and reviewed annually in January. New rates will become effective at the date set by the Council.
14. The Parish Council at its discretion will subsidise rental costs, temporarily, at a rate to be decided, for Groups that are small but serve a public service. Such arrangement will be reviewed regularly, and decisions made on whether to continue.
15. Hirer's attention will be drawn to the Information for Hirers issued with each Hire-Agreement.
16. The Parish Clerk will maintain a Bookings Calendar and record all bookings including contact details of the hirer.
17. THE HIRER is responsible for providing FIRST AID cover and equipment.
18. OUTBREAKS OF FIRE

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Clerk of Framwellgate Moor Parish Council.

Telephone 999 immediately and ask for the Fire and Rescue Service.

State the full address.

Front Street, Framwellgate Moor, Durham DH1 5BL

(What 3 words) shocking. shredding. stones

Please note there is no pay phone on the premises. So, If available a mobile phone will be the quickest method otherwise use the public telephone box next to the "Marquis of Granby" Public House next door to the Community Centre