



PAGEANT FIELD COMMUNITY PAVILION AVAILABLE FOR HIRE

TO BOOK THE PAVILION CONTACT
townclerk@framlingham.com 01728 720183



The pavilion is situated next to the play areas, and includes covered verandas for outdoor shelter. The ramp makes this facility fully wheelchair accessible, with three toilets, one of which is available 24/7.



The hall can be used as an activity space with double doors open at both ends



It can be set out for meetings with tables and chairs



The kitchenette facilities, with fridge and hot & cold water



Framlingham Town Council

Pageant Field Community Pavilion - Terms and Conditions of Hire

1. The Hirer, if not to be present at all times during the period of hire, must appoint a Designated Person who will be fully familiar with these Conditions and be responsible for the care of the premises and the conduct of persons occupying the premises during the period of hire.
2. The Hirer will take relevant safeguarding precautions in respect of any children, young people or vulnerable adults attending the sessions on the premises. **Maximum number 15.**
3. **The Hirer must ensure that both shutters are fully raised and secured and both sets of doors unlocked before commencing activities.**
4. **The hirer will comply with current Government Covid 19 regulations.**
5. It is the Hirer's responsibility to ensure they familiarise themselves and anyone else in the building during the time of the hire, with any safety precautions, specifically with regard to fire safety. In the event of the fire alarm sounding the premises should be immediately evacuated and Fire and Rescue Service telephoned on 999.
6. If the kitchenette is to be used, the Hirer is responsible for correct Health and Safety practices under the Food Safety Act of 1990 and any subsequent related regulations.
7. With regard to music, the Hirer is responsible for ensuring all relevant legislation and copyright processes are followed and licences such as Temporary Event Notice (TEN) are gained. Hirers must indemnify the Council against all claims arising from breach of this condition.
8. **No smoking** is allowed in any part of the building.
9. The Hirer undertakes to be responsible for any loss or damage to the premises or injury to users arising as a result of the hire. Any Hirer using the premises for commercial purpose must have their own public liability insurance to cover damage to the property and personal injury to the users.
10. The Hirer must ensure that any electrical appliances brought by them to the premises and used there must be safe, in good working order, and used in a safe manner
11. No alcohol is to be consumed on these premises during the period of hire.
12. At the end of the hire the hirer must ensure that the premises are in a clean and tidy state with floors swept and tops in the kitchenette area cleaned as necessary so that the premises are in a good condition for the next user.
13. All waste must be removed from the premises at the end of each hire period. Unless other arrangements have been made, the Hirer must, on leaving the building, ensure that the heaters / water heater are turned off. Doors and shutters are securely bolted and locked. The Hirer should return the key to the Town Council Office as soon as practicable after the end of the hire period.
14. If the Hirer wishes to cancel their booking two days-notice will be required, otherwise, at the discretion of the Town Clerk, the booking charge may still apply.
15. Minimum hire 2 hours.