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| Culture & Sport**Pavilion Booking Form 2024/2025** |
| Name of Team: |
| Contact Name: |
| Contact Address: |
| Contact Telephone Number: Day - Evening -  |
| Contact Email Address:  |
| Purpose of Hire: |
| The Council works hard to take care of your information in accordance with the General Data Protection Regulations. See <http://www.chichester.gov.uk/dataprotectionandfreedomofinformation> for details.I hereby agree to comply with the conditions set out in the following Terms and Conditions. I agree to follow all reasonable instructions given by authorised Officers of the Council.Signed…………………………………………….. Position….……………………… Date…………………… **Available Pavilions**Oaklands Park Priory Park Florence Park Sherborne Road |
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| **Pavilion Hire Charges - 1st April 2024 to 31st March 2025**

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| Pavilion Hire per Session | £15.00 |
| Pavilion Hire for all day | £27.00 |

Please read the Conditions of Hire for an Outdoor Facility and Pavilion. Once these are completed and signed please return with a copy of your booking form, your public liability insurance (minimum of £5million cover) and your child protection policy (if booking for junior teams) to:**Culture & SportChichester District Council, East Pallant House, 1 East Pallant, Chichester, West Sussex, PO19 1TY**If you wish to discuss your booking please e-mail**:** **sport@chichester.gov.uk**or phone: **01243 534808** |
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 **Conditions of Hire**

**Hire of a Pavilion**

**REGULAR/OCCASIONAL HIRERS AND CLUBS**

**1. Booking**

Hirers must state on the individual sports booking form if they wish to use the Pavilion on the site of the sporting facility. The Council reserves the right to refuse a booking. If the Council accepts the application, the person, or persons, signing the application form, who must be 18 years of age or over, shall be deemed to be the hirer/club as well as the Society, Association, Club or other body or organisation on whose behalf the booking may be made and will be jointly and severally liable to the Council for the payment of the hiring fees and charges, and for the strict observance of these Conditions of Hire.

**2. Hire Session**

Pavilions are available to hire for a morning, afternoon or evening session or all day, during the following periods:

Monday to Sunday – 9am - 1pm, 1.15pm - 5.15pm & 5.30pm - 9pm

**3. Fees and Charges**

Charges for Pavilion usage alone are stated on the pavilion booking sheet. Alternatively, they can be found at [www.chichester.gov.uk](http://www.chichester.gov.uk). Combined fees for use of the Pavilion and sports pitch facility are stated on the individual sports booking sheet. An invoice will be sent requesting payment. Non-payment of fees and charges due by the hirer/club will incur reminder notices and if not paid may be referred to the District Solicitor. Further bookings may then be subject to cancellation by the Council, at the Council’s discretion.

**4. Cancellation**

Any cancellation by the hirer/club must be notified in writing/e-mail to this office giving at least three full working days’ notice. The decision of the Council on the fitness of a facility, or otherwise, is final and whenever possible, notification of the cancellation of a facility will be given as soon as possible. For Monday to Friday evening fixtures, notification will be given by 16:30 on the day of play in the case of inclement weather conditions. After that time it is the discretion of the team to decide if the pitch is playable and therefore if use of the Pavilion is required. Please contact the Council as soon as possible if you call off a game due to weather conditions.

**5. Key Collection**

Pavilion keys are available for collection from the main reception at the Westgate Leisure Chichester, Cathedral Way, Chichester (Contact no: 03330 050396). The general opening hours are as follows: Monday to Thursday 6.30am-10.30pm; Friday 7.00am-10.30pm; Saturday 7.00am-8.30pm, Sunday 9.00am-8.30pm.

Pavilion keys must be picked up *no earlier* than the day immediately prior to the booking. A deposit of £10.00 will be charged when the keys are signed out. The keys must then be returned and signed back in *on the day of the booking or by 12:00pm the next day.* If the keys are returned late the £10.00 deposit will not be refunded.

Any team that loses a set of Pavilion keys will be invoiced for the cost of replacement locks and keys (this will be in the region of £200).

**6. Indemnity and Insurance**

The hirer/club shall indemnify the Council and keep the Council fully indemnified against all damage(s), losses, costs, expenses, actions, demands, proceedings, claims and liabilities made against or suffered or incurred by the Council arising directly or indirectly out of:

(a) any act, omission or negligence of the hirer/club or any persons at the premises expressly or impliedly with the hirer’s/club’s authority or

(b) any breach or non-observance by the hirer/club of the covenants, conditions or other provisions of this agreement or any of the matters to which this hiring is subject PROVIDED THAT (and for the avoidance of doubt) there shall be liability if and to the extent that the same shall be caused or arise from any negligence, act or omission on the part of the Council, its agents, contractors or employees. In addition, all hirers/clubs shall obtain a policy of insurance against third party risks/public liability to the value of £5 million. The Council must receive a copy of the policy not less than 5 days prior to the date of the first hire session, except in conditions approved by the Council.

**7. Temporary Closure**

In the event of any accident or occurrence whatsoever necessitating temporary closure of all, or part, of the facility hired, the hirer/club agrees that Chichester District Council shall not be liable for any loss or claims arising from such closure. If in the opinion of the Director of Health and Community Wellbeing it is impossible, impracticable or inadvisable to allow the event to take place by reason of the nature of the event, the condition of the open space or of any buildings, equipment, fixtures or fittings therein or the carrying out of works of maintenance or repair thereto, the existence of any industrial dispute involving the Council’s servants or agents, or any other circumstances outside the Council’s control, the organisers shall be repaid any deposit or sum of money that may have been paid but shall have no claim against the Council for any damage or loss they may sustain or in respect of any liability which they may incur or have incurred in consequence of any such revocation.

**8. Car Parking**

The hirer/club shall be responsible for the control of all motor vehicles belonging to the hirer/club, or any other user of the facility hired by the hirer/club, within the grounds of the outdoor facility. Vehicles must be parked only in designated parking areas. The parking of vehicles on grass without the written authorisation of the Council is prohibited. Under no circumstances will the Council accept any responsibility for loss or damage to the contents of, or to, any car or other vehicle which may be brought to or left on site.

**9. Usage of Pavilion**

There is a NO SMOKING policy in all Pavilions. Any hirer who smokes or allows smoking may be subject to a fixed penalty as detailed in The Smoke-free (Premises and Enforcement) Regulations 2006.

The hirer/club is responsible for:

a. the conduct of all users of the Pavilion facilities hired under the authority of the hirer/club during the hire session

b. ensuring all lights, and where applicable, heating to be switched off

c. ensuring all showers and taps to be turned off

d. all furniture to be secure and left in a clean and tidy condition

e. all external doors are secured

Any damage occurring to the Pavilion during each hire period must be reported to the Council no later than the first working day following the hiring. Where damage has been caused to the Pavilion or fittings as a result of negligence on the hirers/clubs behalf, the Council reserve its absolute right to employ such resources as may be required to repair Pavilion facilities and to recharge the full cost of such resources to the club.

**10. Fire safety**

In the event of a fire, the hirer is responsible for evacuating the Pavilion and contacting the appropriate emergency services. DO NOT attempt to extinguish the fire and ensure all occupants are evacuated to a safe distance. Please note that ONLY Florence Park Pavilion has an automatic fire alarm.

**11. Special conditions**

Chichester District Council reserves the right to modify any of these conditions, or to further impose conditions where the Council considers necessary.

**12. Access**

If you have any problems with accessing the Pavilion between 9am and 5pm on a weekday, please phone the Culture and Sport team on: 01243 534808. All other times please phone the Out of Hours Emergency Line on: 07831 749130.

**13. Correspondence**

All correspondence, including complaints, reporting damage and notification of lost property must be e-mailed to **sport@chichester.gov.uk**, or send in writing to:

Culture & Sport

East Pallant House

1 East Pallant, Chichester

West Sussex

PO19 1TY