



CHOBHAM RECREATION GROUND CHARITABLE TRUST 2019
The Trust is a registered charity, no 305004 | VAT Registration No. 247 2253 14

Booking Request Form and Hire Agreement for use of Chobham Parish Pavilion

The charges are shown on the reverse

Once completed, POST or EMAIL this form to the Parish Administrator, Parish Pavilion, Station Road, Chobham, Surrey GU24 8AJ, admin@chobhamparishcouncil.org.

Please call the administrator on 01276 856633 if you have any questions.

When we receive your form, we will confirm the dates are available and send an invoice.

Your booking will be secured by paying the fee, which is due in full at time of application.

The fee is fully refundable if cancelled before 6 weeks of booking date, 50% refundable for cancellations between 3 and 6 weeks before booking.

Date(s):	
Day(s) of week:	
Time(s):	
	Please allow time in your booking for setting up and clearing away and note minimum hire time of four hours for parties. There is also usually a minimum hire time of four hours after midday on Saturdays and Sundays.
Purpose of hire:	
Number of sessions:	

Your name		On behalf of: (Organisation name if applicable)	
Address including Postcode:			
Email:			
Landline:		Mobile:	
I will pay by bank transfer		I will pay by Cheque	(Details will be on your invoice)

I AGREE to abide by the Conditions of Hire (Not to be completed by a person under the age of 18)

Signed:		Date:	
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IMPORTANT information about storing your details: We will keep a record of your address, telephone number and email address so we can contact you about your booking. We will store this information only for as long as necessary and then the information will be securely destroyed. You can read our full data protection and privacy policies at www.chobhamparishcouncil.org or we can send a printed copy on request. We will never share your information without your consent.

Keeping in touch
If you would also like us to use your address to send news and information from Chobham Parish Council and Chobham Recreation Ground Charitable Trust please tick *one or both* of the boxes below. Otherwise leave this section blank.

YES, send me Parish Council and Recreation Ground news by post **and/or email**

Important note about the height barrier

We have a 2.1 metre height barrier at the recreation ground so please let us know in advance if you will need access for any high-sided vehicles.

Charges for Hire of Chobham Parish Pavilion

Regular hire

£10 an hour

This rate is for a minimum of four sessions booked at the same time

Occasional hire

£12.50 an hour for first four hours

£10 an hour for additional hours (minimum four hour booking for all parties)

Deposits

£20.00 deposit for loan of a key*

£100.00 deposit for evening parties

A returnable deposit of £100.00 is required for evening parties and discos. Our caretaker will usually meet you at the venue at the start of your booking to open up and show you the facilities. If, for any reason you need to borrow a key, there will be a key deposit of £20.00.

Please note:

- There is a minimum booking of four hours for all users after 12 on Saturdays and Sundays
- All parties on any day of the week are for a minimum four-hour booking
- Please allow time in your length of booking for setting up and clearing away
- We provide 75 chairs and 12 tables. The maximum permitted number in the hall is 100.

CONDITIONS OF HIRE

A summary of the conditions of hire is provided below. Hirers are required to read, understand and comply with the **Full Standard Conditions of Hire**, which are available as a download on the Chobham Parish Council website (www.chobhamparishcouncil.org) or by request from the Parish Office. Separate **Information and Safety Guidance for Hirers** details will be provided to hirers upon payment and confirmation of a booking.

Summary of Conditions of Hire

1. The Parish Pavilion is available from 9:00am to 12:00 midnight every day and is subject to existing bookings. The Pavilion must be clear by 12:00 midnight.
2. Public meetings are limited to a maximum hall accommodation of 100 persons (close seated or dancing) or 60 persons (dinner/dance).
3. Frequent bookers may hold a key to the Parish Pavilion. A £20.00 deposit will be required.
4. The person whose name appears on the application form must be a person over eighteen years of age and will be deemed to be the hirer. The hirer shall be deemed to be the responsible person in charge of the event during any public or private entertainment for which the Ground is hired by him/her.
5. Chobham Recreation Ground Charitable Trust **does not hold** a licence for playing music in public (The Music Licence) issued jointly by the Performing Rights Society (PRS) and Phonographic Performance Ltd (PPL). Private, domestic events such as birthday, wedding and christening parties do not require a licence in order to play recorded music **but hirers such as classes or clubs using recorded music for their activities** in the Pavilion should check whether they need to hold their own licence at www.pplprs.co.uk, 0800 0720 808.
6. Chobham Recreation Ground Charitable Trust does not have a television licence so streaming or downloading from BBC iPlayer on any *plugged-in* devices in the Parish Pavilion is **not** permitted whether you are using our Wifi or your own mobile connection. If your device is *not* plugged in (ie you are watching or downloading BBC programme on iPlayer using devices powered solely by internal batteries) you will be covered by your home TV licence. Streaming or downloading BBC television programmes, as well as watching live television, on any devices, including tablets, mobile phones, or games consoles, without a licence is a criminal offence and could result in a £1,000 fine. BBC TV Licensing do monitor this and can give dates of use, so please take this seriously. For more information, please see <https://www.tvlicensing.co.uk/check-if-you-need-one>.
7. Applicants are advised to consider what insurance cover they may need to hold. Evidence of appropriate insurance cover must be supplied to the Parish Administrator on request.
8. Licensable activities, including the sale or supply of alcohol, are not permitted except as agreed with the Parish Administrator and at times authorised by licence. Any necessary licence or consent must first be obtained from the relevant authority.
9. The hirer is responsible for carrying out their own risk assessment and ensuring a means to contact the emergency services is available.
10. All noise must be kept to a suitable level so as to not unduly disturb nearby residents.
11. Chobham Recreation Ground Charitable Trust does not accept any responsibility for injury, damage or loss howsoever caused to any person or in respect of any vehicles, articles or goods brought onto the Recreation Ground by the hirer or any other person.
12. All property brought onto the Recreation Ground and into the Parish Pavilion in relation to the event is to be removed and litter is to be cleared immediately following the event. The Parish Pavilion must be restored to no worse condition than before the event.
13. In the event of any damage to any Recreation Ground article or property caused as a result of the booking during the period of hire, the expense of replacing or making good the same shall be borne by the hirer.