

# MARTLESHAM HEATH PAVILION

## Hiring Agreement for Regular Users

Please send **TWO** completed copies of this form (**OR** if you have provided an e-mail address below, send **ONE** copy of the form) to the booking Secretary at 3 Hunters Ride, Martlesham Heath, Ipswich IP5 3SQ. Hire of the Pavilion is only agreed when a copy of this form has been returned to the Hirer or its acceptance has been emailed.

<b>Name of club/group/organisation</b>					
<b>Purpose/activity</b>					
<b>Days of the week for each regular session</b>					
<b>Hiring times</b> (i.e. allowing sufficient time to set up and clear up or over-runs before and after your activity/session times)		<b>Entering the Pavilion:</b>		<b>Locking-up time:</b>	
<b>Will you be playing music?</b>		Live music		Recorded music	
				Disco	
<b>NAME OF HIRER</b>			<b>Name of person responsible for paying invoices</b> <i>(if not the Hirer)</i>		
<b>Phone numbers:</b>			<b>Phone numbers:</b>		
Daytime	Evening	Mobile	Daytime	Evening	Mobile
<b>Email</b> <i>(preferred method of communication)</i>			<b>Email</b> <i>(invoices are normally emailed)</i>		
<b>Full address</b>			<b>Full address</b>		
<b>Postcode</b>			<b>Postcode</b>		

**The Hirer requests the hire** of the Martlesham Heath Pavilion for the purpose noted above and confirms that they are fully aware of the **Conditions of Hire** and will observe these Conditions. Signing this Hiring Agreement also indicates your agreement to the Pavilion's Privacy policy and CCTV policy (see website).

**The Key Holder's Form** must be completed for every member of the club/group/organisation who holds a key for the Pavilion and this must be sent to the Booking Secretary.

**Invoicing** normally takes place every quarter, although new private hirers may be asked to pay monthly for the first six months. Booking rates are reviewed every 1<sup>st</sup> September.

**Hirer's Signature** ..... **Date**.....

**The request for hire is accepted by a representative of the Pavilion Management Committee**

Signed..... **Date**.....

SEE OVERLEAF IF YOU ARE INTERESTED IN HIRERS' LIABILITY INSURANCE COVER

## **HIRERS' PUBLIC LIABILITY INSURANCE**

The Pavilion's insurance policy (currently provided by Ansvar) includes public liability insurance available to charitable organisations, voluntary organisations, not-for-profit groups and individuals using the Pavilion's premises when hired or loaned out to them.

In order to benefit from this cover, users of the Pavilion need to comply with the following criteria:

1. You are a charity or non-commercial organisation
2. You do not carry out any activities at venues other than the Pavilion
3. You do not make any profit from your meetings other than that reinvested back into the club or for charitable purposes
4. You do not have any paid employees
5. You do not carry out any excluded activities (see Extension Endorsement document below)

Before deciding if this cover could apply to you, please study the two documents below. Links to these can be found on the Pavilion's website (<http://martlesham.org.uk/pavilion/>) under Hirers' Responsibilities/Insurance Issues:

- **Hirers' Summary of Cover**
- **Hirers' Public Liability Extension Endorsement**

Please note that the Pavilion Management Committee and its members will not be liable for any decisions you make regarding insurance cover. It is up to you to ensure you have adequate cover for the activities you intend to undertake and that you are eligible for the Hirers' Liability Insurance offered via the Pavilion's insurance policy if you choose to rely on this.

**REQUESTING COVER:** If you wish to be covered by our Hirers' Liability Insurance, you must let us know in writing. A nominal fee of £1 will be added to each invoice, irrespective of the number of bookings, unless or until you advise us otherwise. (If you have no bookings during a particular invoice period, there will be no insurance charge for that period.) Acceptance of any payment from you does not mean we have checked that your group/activity is eligible under the terms of this policy.

**CEASING COVER:** If you have requested insurance cover, but no longer require it, please advise the booking secretary **BEFORE** your next invoice period starts. If we don't know you wish to stop, we will assume you still require cover and payment will be due at the end of that period along with your normal hiring fee.

### **If you wish to make use of the Pavilion's Hirers' Public Liability Insurance:**

Please tick here  or let the booking secretary know in writing at the start of your next invoice period.

Please sign below to indicate you understand and accept the terms above.

**Hirer's Signature** .....

**Date**.....