**West Haddon Parish Council Sports & Community Pavilion Usage Charges**

*Please note that the following* ***charges*** *become applicable from 1st April 2024 for West Haddon Sports Clubs / Teams.*

If you would like to discuss booking the West Haddon Parish Council Sports & Community Pavilion please call**07493366527 or email executiveofficer@westhaddonparishcouncil.gov.uk**.  If there is no answer, please do leave a message and I will call you back when I am next in.

Adjacent to the Pavilion building is a large sports field, complete with a childrens’ play area and outdoor gym equipment.

The pavilion has a kitchen area, toilets, showers, changing rooms and a small function room. There is a car park which can accommodate up to 20 cars.

The facility is fitted with CCTV security in the public area for users safety and Council management / monitoring.

When not being used for sporting fixtures by the village clubs and teams, the facility may be available for community usage at the Councils discretion – please contact the Executive Officer. Teenage parties are prohibited.

**All users, including sporting clubs and teams, must notify the Parish Council when they require access to the facility for security, health and safety, insurance and management purposes.**

The pavilion is available for use from 9am until 10.30pm. There is no exception.

Failure to request / notify the Parish Council of a fixture / booking / event may result in access not being available and bookings are taken on a first come first served basis, i.e. if it is not in the calendar then it is deemed there is no booking / or requirement. Once booked any cancellations with less than 48 hours notice may result in the full fee being charged.

The Council will not be held responsible for any issues with regard access to the facility at any time if not booked, confirmation received, and or payment made / received.

Block bookings are available for one month periods or more in advance and will be invoiced for accordingly.

The following charges listed are a contribution to cover costs such as cleaning, utilities, maintenance, licence fees, wear and tear etc. The charges are subject to review and may go up as well as down. The Council has the right to review charges at any time and may charge what is deemed reasonable to cover some of the costs of running the facility. There is a minimum hire period of 2 hours.

|  |  |
| --- | --- |
| 1. Hourly Hire of Pavilion – commercial organisations - weekdays | £30.00/hour |
| 1. Hourly Hire of Pavilion – commercial organisations - weekends | £40.00/hour |
| 1. Hourly Hire of Pavilion – community groups / organisations | £5.75/hour |
| 1. Hourly Hire of Pavilion – **community meetings / sports clubs social events e.g.**   **evening BBQs (including club AGMs)** | £5.75/hour |
| 1. Use of bar for sale of alcohol for own profits (sporting clubs use only) | £475.00/6 months  period  period |
| 1. Use of pavilion for sporting fixtures / training events only | £2.75/hour |
| 1. Ad hoc access for use by sports club members for use of toilets only | £4.50/week |
| 1. Annual usage of floodlights charge / club where applicable\* | £280.00/annum |
| 1. Annual usage of water / electricity for irrigation purposes / court cleaning   by individual clubs where applicable | £280.00/annum |
| 1. Special Events e.g. festivals\* | To be agreed by the Council once an application and details have been submitted. |
| 1. Erection of marquee on site | £50.00/day/marquee (including part of or whole of a day) |
| 1. Car Boot Sale | £85.00/event |

\**applicable unless there is a separate agreement / method approved with the Parish Council.*

The above charges are reviewed regularly. Upon receipt of this signed booking form, an invoice will be raised and emailed to you. Full payment is ideally due a minimum of 14 days in advance of a booking. Sporting clubs are requested to forward their fixtures as well as training plans / planned social events in block bookings.

Please note, sporting clubs providing and selling their own alcohol from the facility for their own benefit / profits must comply with the club premises licence at all times. Clubs may not enter into any brewery agreements or alter the fabric of the building without written permission from the Parish Council.

Under no circumstances will clubs sub-let the facility to other sports clubs / league members without the express, written, permission of the Council / its representative.

Should you wish to hire the Pavilion, you will be expected to follow and comply with the health and safety measures detailed in risk assessment documents and the terms and conditions of hire.  *(These will be regularly updated as and when required by the Council.)*

All hirers, including sporting clubs, are asked to complete the attached booking form and return as soon as possible to:- [executiveofficer@westhaddonparishcouncil.gov.uk](mailto:executiveofficer@westhaddonparishcouncil.gov.uk) .

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Event (1 – 12  listed above) | Hours of hire (please include set up  and clear up times) | Hire Fee | Fee (for office  use only | Payment  Received / confirmed  (office use only) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Continue on an additional sheet if required.

|  |
| --- |
| Please give any additional information you feel is relevant to this booking:- |