

## **East Hagbourne Pavilion - General Booking Conditions**

The Pavilion and Recreation Ground are provided for the benefit of residents of all ages in East Hagbourne and the neighbouring communities and are administered and maintained by voluntary effort. Please help the Management Committee to keep it in good and tidy condition. The Committee welcomes the involvement of regular users and other volunteers in running the facility.

All users are requested to behave with consideration for near neighbours.

### **General Availability of the Recreation Ground**

The field and children's playground are open to the public during daylight hours for general recreation and enjoyment, but please respect any organised activities taking place. The playground is for children. Informal play is allowed on the playing field when it is not being used for organised activities and provided such play does not cause any damage to the pitch or equipment. Activities that might damage the surface including metal-detecting are banned anywhere on the Recreation Ground.

Dogs are allowed on a lead, except in the children's play area where they are banned. Please ensure that your dog does not cause a nuisance and that litter and droppings are placed in the appropriate bins provided. Aggressive behaviour or dog fouling will not be tolerated.

The Recreation Ground must be left clean and tidy and litter placed in the bins provided. Where large amounts of litter are generated, these should be taken away by users and properly disposed of.

Provision or sale of alcohol is not allowed without permission.

At the discretion of the Management Committee, all or part of the Recreation Ground may be closed or access controlled for an event of benefit to the general community.

### **The Playing Field and Pavilion are available for hire to regular or casual users.**

The Pavilion provides a community room with small kitchen area. For sports activities, there are changing rooms and showers which can be booked separately. Toilet facilities accessible from the field can be booked for outdoor events.

A parking area for up to 24 cars is available and will be opened for booked Pavilion events. Users are encouraged to use public or non-motorised transport where possible. Cycle racks are provided by the Pavilion.

**ALL ORGANISED GROUP ACTIVITIES INCLUDING ON THE RECREATION GROUND MUST BE BOOKED WITH THE MANAGEMENT COMMITTEE.**

### **Applications for Hire**

All applications for the hire of the facilities must be submitted to the Management Committee who may be contacted at [easthagbournepavilion@gmail.com](mailto:easthagbournepavilion@gmail.com) . stating clearly the number of people, age range and type of event and if possible including a completed booking form.

Please note that noise must be moderated at all times to avoid nuisance to our neighbours. For this reason, adult parties are not accepted, however we will consider children's parties and family gatherings at our discretion.

The hours booked must include the set-up and clean-up time.

Bookings may be made up to 1 year in advance and unless otherwise arranged.

If an event is cancelled with less than four weeks' notice being given, a charge of 50% of the notified cost may be made, at the discretion of the Management Committee. Should a hirer fail to notify the Management Committee of a cancellation, a full charge will be made.

No booking is final until confirmed by the Management Committee. The Committee reserves the right to refuse any application to hire the Pavilion or Recreation Ground.

For casual bookings, hire charges and any deposit against damage are payable at least ten days before the event.

Regular users will be invoiced on a monthly basis unless alternative arrangements have been made. Payment is requested within 15 days of the invoice date.

**No application will be accepted from any person below the age of 18 years:** no activity may be held without adequate adult supervision, in order to prevent unauthorised entry or inappropriate behaviour. Adult supervisors are responsible for ensuring that appropriate measures are in place to safeguard young people or vulnerable adults attending the event.

### **Care of the Pavilion.**

**The facilities are let on the basis that the Hirer will take due care to avoid damage and undue soiling and that they are left in the condition they were found, ready for the next user. A vacuum cleaner and brushes are provided.**

**Users should remove any rubbish at the end of the booking and take it home. Please do not dispose of rubbish in the public waste bins.**

**You are responsible for the building during your period of hire - the building must not be left unattended.**

**Please help us by reporting any safety or maintenance issues to the Committee.**

Nothing must be fixed to the structure or the environs of the building without the express permission of the Management Committee. Spillages should be mopped up at once to prevent the floor becoming slippery.

Hirers should leave the Hall in the condition found, ready for the next activity. If excessive cleaning by the caretaker is necessary a charge will be made.

Breakages or damages must be reported. At its discretion the Management Committee will make a charge for any repairs necessary, although each case will be considered individually. Note that it is Management Committee policy that unreported or deliberate damage will be charged for and the hirer will be responsible for the full cost of repairs.

The Pavilion and grounds are maintained by voluntary effort. We ask the cooperation of all users to

- Take away any refuse generated from their activities.
- Report any problems to [easthagbournevillion@gmail.com](mailto:easthagbournevillion@gmail.com) so they can be promptly fixed/

### **Hours of operation**

The use of the Pavilion is restricted to the hours of 8:00am until 22:00pm Monday to Saturday and 08:00am until 21:00pm on Sundays and Bank Holidays.

### **Restrictions on use**

All bookings are subject to acceptance by the Management Committee.

Activities which would cause a nuisance to our neighbours will not be accepted.

### **Performance Licences**

The hirer is responsible for obtaining any performance licences necessary for their event.

Specifically, if music is to be performed or played, a copyright licence may be needed from PPL PRS. There are exemptions for families and friends where attendance is by personal invitation only, not open to the general public and has no commercial element.

Films, television programmes or other video material may not be screened within the village hall without permission and until any necessary copyright licence has been obtained.

### **Alcohol**

Alcohol is only allowed under special conditions. Please discuss with the Management Committee.

### **Safety**

Please continue to observe precautions to avoid infections - Distance, Sanitise, Ventilate.

We take the safety of all Pavilion users very seriously. Please note of the safety information posted around the building and ensure that your activities do not introduce additional fire risks to the building.

Hirers must familiarise themselves with the positions of the emergency exits and fire extinguishers. If seating is used it must be set out so as not to obstruct access to these.

Note that there is no fixed telephone at the Recreation Ground, so hirers should bring a mobile phone in case help needs to be summoned. First Aid kits are supplied in the accessible WC area, in the kitchen and in the changing rooms.

Since 1 July 2007, it has been illegal to smoke in public buildings.

In the event of fire the hirer is responsible for following the Fire Action Plan included as an Attachment to this document:

- a) Supervising the vacation of the premises.
- b) Accounting for all present.
- c) Summoning assistance. The assembly point is in the car park

The maximum number of people in the building must not exceed the maximum accepted for the booking and under no circumstances exceed the limits permitted for fire safety

i.e. 100 in the Community Room side and 60 in the changing rooms.

Lighting is available for the pedestrian path and car park area and is activated by the push button next to the main lobby door. The lights will stay on for about 30 minutes and then switch off.

### **Liabilities**

The Management Committee will not be liable for personal injury, however caused, unless directly due to the negligence of the EHSRC. The Management Committee cannot accept responsibility for any damage to, or loss of, property of the hirer or attendees unless directly due to the negligence of the EHSRC.

### **Keeping to time**

The activity must end at the time agreed and attendees must have left the Hall and all clearing up be completed at the end of the hire period. At the discretion of the EHSRC a charge will be made if the hirer has not vacated the Hall within this period.

Casual users are particularly asked to adhere to the start/finish times as a volunteer will need to come out to open/close the Pavilion for you.

In consideration for local residents, please ensure that attendees leave as quietly as possible.






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## ATTACHMENT

# East Hagbourne Pavilion

## Fire Action Plan

### If you discover a fire

	<p>Raise the alarm by pressing firmly one of the red alarm buttons situated in</p> <ul style="list-style-type: none"><li>- the main lobby</li><li>- the changing room entry</li><li>- the kitchen</li></ul>
	<p>Leave the building by the nearest exit</p> <ul style="list-style-type: none"><li>- front lobby door</li><li>- rear door through kitchen</li><li>- changing room door</li></ul> <p>Ensure all windows and doors are closed after the last person has left.</p>
	<p>Go to the evacuation meeting point located in the Car Park</p> <p>Ensure everyone in your party is accounted for so you can inform the fire service of trapped or missing people.</p>
	<p>The Hirer must call the emergency services by dialling 999 using a mobile phone.</p> <p>give the address of the site as Recreation ground, Great Mead, East Hagbourne, OX11 9BN</p> <ul style="list-style-type: none"><li>- do not hang up until the operator has confirmed this address to you.</li></ul>
	<p>Only if it is safe to do so:</p> <p>Tackle the fire using:</p> <ul style="list-style-type: none"><li>- the water fire extinguishers in the main and changing room lobbies</li><li>- the fire blanket in the kitchen</li></ul> <p>Turn off electrical equipment first</p>
	<p>Ensure the management is informed as soon as possible</p> <p>Committee: 07912 624 860</p> <p>Parish Clerk: 07891 551 851</p>
	<p>Do not return to collect belongings.</p> <p>Do not re-enter the premises until instructed to do so.</p> <p>Do not leave the ground until everyone is accounted for.</p>

Contacts updated: 24 April 2026