



MATFIELD PAVILION: TERMS AND CONDITIONS OF USE

Preamble

1. All users of the pavilion must observe the terms and conditions set out in this document. The parish council will retain the right to withhold permission for repeat lettings if it has evidence to show that there has been serious contravention of the terms and conditions of use. There will be no right of appeal; however, nothing in this document, or any subsequent versions of it, will affect individual or organizational statutory rights.

Letting arrangements

2. Hire-charges are those that are in force when the booking is made, currently they are £10 ph or any part thereof.
3. All charges must be paid before the letting takes place; however, in the event of a cancellation the charges will be refunded in full if notification is received at least twenty-four hours in advance of the letting.
4. No lettings shall take place beyond 22:00 except by prior arrangement. Each application for an extension will be assessed on its merits, taking into account the amenity of residents in close vicinity to the pavilion.
5. Specific conditions will apply to particular lettings, including a requirement for a deposit to cover the cost of equipment damaged or removed without consent, and for any cleaning that may be required. It will be at the absolute discretion of the Council whether a deposit is required.
6. Hirers will be liable for all damage to the fabric of the building and its fittings, including the flagpole.
7. Payment should be made by BACS to the account of **Brenchley Parish Council** to: **Unity Trust Bank: Sort code 60-83-01, Account no 20353630**. The reference should be the name/organization of the hirer. A cheque made payable to Brenchley Parish Council may also be used in payment and will be required 5 working days before the event.
8. Entry to the building will be by the keys kept in the key-box affixed to the pillar to the right of the main doors of the building. The code for this box will be conveyed to the hirer at least two days ahead of the booking. This code is regularly changed to maintain security. The keys must be returned to the box at the end of the booking; a charge will be made if they are lost or damaged.

Equipment and facilities available at the building

9. The pavilion is equipped with the following resources.
 - a. A fully-fitted kitchen, comprising a double-oven, a hob, a fridge, a microwave, an urn, and a kettle.
 - b. Thirty-five pieces each of crockery, cutlery and glassware; water-jugs; and cruet sets.
 - c. Six trestle tables and twenty-nine chairs. An additional twelve chairs may be available, on request.
 - d. A vacuum-cleaner, dust-pans and brushes; domestic cleaning equipment in the kitchen.
 - e. Two changing-rooms, with showers. At present these have no heating.
10. Only the central area of the building is heated. The six convectors enable the area to be quickly made comfortable; however, hirers should consider factoring-in heating-up time into their period of use – twenty to thirty minutes on the coldest days. The heaters must be turned off at the end of the booking.

General house-rules

11. The building must not be used in such a way as to cause nuisance to residents or other users of The Green.
12. When the building is occupied all three doors at the front must be unlocked – it is a requirement of the fire regulations.
13. Only in an emergency (actual or perceived) should the equipment in the plant-room be adjusted or turned-off. Where this is necessary, the principal key-holders must immediately be notified.
14. It is illegal to smoke anywhere on the premises. The use of e-cigarettes is also not allowed.
15. Illegal drugs must not be brought into, nor consumed within, the building. The parish council will report to the police any obvious or suspected contravention of this rule.
16. The sale of alcohol on the premises will only be allowed when the appropriate licences have been obtained from Tunbridge Wells Borough Council. However, alcohol for private and personal consumption will be allowed, on condition that it does not lead to anti-social behaviour.
17. The playing of live or recorded music is allowed, provided it is not a nuisance to properties close to the building, and does not interfere with the amenity of people using the Green. Specific conditions will apply for particular bookings.
18. All areas of the building must be left in a clean, tidy and safe condition. Refuse must be taken away. Additionally, food refuse must not be placed in the litter-bins around the Green, to avoid encouraging the attention of wildlife.
19. Care must be taken in the use of any electrical equipment, whether extant or brought on to the premises. In particular, children must not be allowed to play with, or tamper with, equipment from which they must clearly be protected. Hirers are responsible for PAT testing any equipment brought onto the premises and documentary proof may be requested.
20. The lights, and the heating, must be turned off before the building is locked. However, the switch to the external lights, **which is clearly marked O/S, must always be left on**; the lights are controlled by a motion-sensor.
21. The pin-boards must be used for all notices and related material. Posters, notices and material for display must not be placed on the bare walls, on the doors, on the woodwork, or on the windows. This also applies to decoration such as balloons and tinsel. Notices must not be interfered-with or removed.
22. No notices, posters, banners, etc. are to be placed on the exterior of the building, without permission from the management committee. Arrangements may be made when the letting is confirmed.
23. Care must be taken to ensure that no one has unauthorized access to the external connections for water and electricity.
24. Vehicles parked anywhere on the plot of land on which the building stands are subject to the same conditions as those parked directly on the verges of Green. The parish council will not accept responsibility for damage or theft – either from the vehicle, or of the vehicle itself. Care must be taken not to block access to Summerford Lane, (which is private property) or any other property around The Green. Entrance to the Lane is on either side of the triangle of land to the west of the building and no cars may be parked on or past this triangle.

Key-holders in the event of emergency

Lynne Butler Chair of the Parish Council: 01892 832579
Panetta Horn – RFO to the Parish Council: 01892 722384
Chantal Brooks - Clerk to the Parish Council: 01892 723586