

Changing Room Hire at Longburrow Hall, Stokenchurch

Scale of charges and hiring conditions as of April/2017

Hire Charges

We do not charge for the use of our open space areas at Longburrow playing fields or for the use of the MUGA. Everyone is very welcome to use them and we have two changing rooms available for hire to any clubs or teams wishing to hire the changing rooms for changing, washing, showering or toilet facilities, the charges are as follows.

- £30 deposit for football teams (to cover cleaning if changing rooms are not left in a suitable condition as per T's & C's.
- £20 a day to hire per changing room.
- Changing rooms are bookable on a first come first serve basis.
- As with the Hall hire all booking are payable in advance and bookings are not secure until payment has been received.
- 48hrs notice is required to cancel the booking for a **full refund** any cancellations thereafter are **not refundable**
- Regular clubs should give any fixtures to the clerk in advance.

Terms and Condition of Use

- The hirer for the purposes of this agreement is deemed to be the nominated person. In accepting the terms of hire, the nominated person will be responsible for the Security, Fire Safety, and Management of all persons attending the said function. The nominated person must remain on the premises at all times until the Hall is cleared & the doors are locked.
- For the purposes of FIRE SAFETY, and, in the event of a fire, the nominated person is responsible for the evacuation of the building and summoning the Fire Brigade.
- The nominated person must prevent any disturbances inside or outside the hall and prevent any activities likely to be nuisance to neighbouring residences and other hirers.
- The nominated person must allow access at all times to members of The Parish Council and Emergency Services.

- Cars must be parked in the car park away from the entrance doors, off grassed areas & off the access roads both to the hall & the cemetery beyond. The gate is locked at 12am access will not be available until the following morning. Emergency vehicles must be allowed clear access at all times. The Parish Council cannot accept responsibility for loss of, or damage to, items left in the Hall or car park. The Parish Council will also not accept any responsibility of damage to cars parked in the car park.
- The Parish Council cannot be responsible for death or injury incurred in any activity during hire of the premises at Longburrow Hall and Playing Field, and event organizers and hirers are strongly recommended to ensure adequate safety and first-aid provision is made, and insurance as required.
- No animals are permitted in the grounds (except assistance dogs).
- Any breakages or damage must be reported to the clerk as soon as possible.
- The changing rooms are 'Non-smoking'.
- The Changing rooms must be accessed from the outside of the building (internal doors will be locked)
- The kitchen or the store cupboard situated in the large hall will not be accessible as part of the changing room hire.
- Football boots with studs must be removed before entering the changing room as this may damage the floor.
- Football boots must not be clean their football boots in the toilets or sinks as this may block the pipes.
- Facilities must be left in the same condition to which they have been provided. (a broom and mop will be provided)
- Changing rooms must be locked securely after use.
- The named person responsible for hire and the keys is also responsible for the away teams changing room. (cleaning and locking up)
- **CCTV cameras are in operation inside this building and the outside areas.**

Finally, we believe you will find the facilities in good order for your function and wish you every success with it. (April 2017)