



PARISH
COUNCIL

Pavilion Lettings Policy

Document Configuration Management & Control

Version	Description	Originated	Reviewed	Approved
Version 1	Annual Review	01/11/2023	06/11/2023	06/11/2023
			13/05/2024	13/05/2024
			12/05/2025	12/05/2025
			11/05/2026	11/05/2026

1. The Pavilion is owned and managed by Hilton Parish Council (HPC). The Parish Council has a policy of letting their facilities for the benefit of the community and to generate income. The Pavilion is available for hire to local organisations, businesses and individuals in accordance with this Letting Policy statement.
2. The Pavilion shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.
3. All hiring is subject to standard conditions that form the basis of a Hiring Agreement that must be signed by the hirer at the time of booking. The Hiring Agreement is a formal contract. HPC does however; reserve the right to refuse, at their absolute discretion, to let facilities particularly where the letting may be to the detriment of the rooms, its staff and/or the local community.
4. The management and bookings of all external lettings is the responsibility of the Parish Clerk. The use of rooms for external purposes may be subject to restrictions (e.g. if the centre is needed as a Polling Station or Parish meetings).
5. All users and hirers must clearly state the purpose of the hiring on the booking form and comply with all Health and Safety regulations. They must discuss their requirements with the Parish Clerk prior to the event. Hirers should be aware that the Pavilion building does not have the benefit of a Premises licence and cannot therefore host any licensable activities, without an authorised Temporary Events Notice. The Parish Clerk can advise on this.
6. Bookings are not accepted from persons under the age of 18 years or for private parties for young people unless the hirer is an adult and an undertaking is given that the ratio of adults to young people present is at least 1:12. This is increased to 1:8 for children under 7.
7. Hirers may be required to pay in full via BACS at the time of booking.
8. The main room, kitchen and toilets must be left in the way in which they were found. Cleaning equipment will be made available to use. Hirers may be asked for a returnable deposit in addition to the hiring charges. The deposit will be returned in full if the premises are left in a clean and tenable condition following the hiring.
9. Bookings can be on a one off basis or a repeat booking over several weeks or months (long term bookings). Details are to be shown on the Hire Agreement. Long term hirers will be encouraged to set up a standing order to pay hire charges.
10. The Pavilion is normally available for hire in one hour "slots" that in fact will last for 55 minutes to allow a change over period of 5 minutes with the next hirer. The hall may be hired for shorter periods—the rate will be pro-rata the hourly rate.

11. The hirer must demonstrate that they have sufficient insurance in place for their activities.
12. Charges will be set by the Parish Council and reviewed annually in January. Charges will mirror the rates of Hilton Village Hall, Cambridgeshire. New rates will become effective at the date set by the Council (Normally the 1st of the month after the Annual Council Meeting).
13. The Parish Clerk will maintain a Bookings Calendar and record all bookings including contact details of the hirer.
14. Use of the wider green is subject to additional discussion and agreement with the Parish Council.