



## **OAKLEY & DEANE PARISH COUNCIL – FACILITIES HIRE RULES**

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Facilities Hire Rules for Clubs Groups and Private Rentals agreed with the Parish Clerk.

1. The purpose of this document is to set out simple hire rules for the facilities at Newfound and Peter Houseman pavilions and ground facilities and any other area or facilities controlled and maintained by O&DPC.
2. A club, group, private organisation or individual, proposing to hire any of O&DPC facilities regularly or on a one-off basis must make an application on the application form and return to the Parish Clerk for consideration by the Parish Council.
3. This arrangement is not retrospective to the date of the implementation of these rules.
4. The facilities are owned and controlled by O&DPC, a public body, and use of the facilities is subsidised by public money.
5. Any hirer must not sub-let any of the facilities to another organisation or individual.
6. Serious or repeated failures to observe the conditions laid out in this document or behaviour deemed unreasonable by O&DPC will lead to O&DPC withholding the use of any or all the facilities.
7. All contact by the hirer will be via the Parish Clerk.
8. If there is a potential clash of use of the said facilities, the Parish Clerk will make every effort to achieve amicable arrangements with the hirer to solve the conflicting dates. If this is not possible the final decision rests with O&DPC.
9. On agreement for the use of the facilities, the hirer should pay the required fee to the Parish Clerk seven days in advance of the hire date (not refundable) unless an alternative arrangement has been agreed with the Parish Clerk.
10. Hirers should respect the condition of the facilities and any damage will be the responsibility of the hirer to repair at their cost but only after consultation with the Parish Clerk.
11. Hirers of the facilities are responsible when closing up the pavilions, to close all doors, switch off all lights, and ensure all roller shutters are down and locked, the security alarm is set, external pavilion doors and the site gates and overhead height barriers are closed and locked.