**.**

**WINTERSLOW PARISH COUNCIL**

Contact: Jane Tier 07407 343387

**Barry’s Fields Pavilion Booking Request Revised December 2023**

|  |  |
| --- | --- |
| Name of organiser: | Contact Numbers:  Hom  e/Business Hours:  Mobile: |
| Address: | Email address: |
| Date of event: | Start time: End time:  Please allow time for set up and clear away. Over-runs will be charged. |
| Type of event: | |
| Approx. number attending: Adults: Children:  **NOTE: You must comply with all government guidelines relating to Covid control at the date of your event** | |
| Will music (or any amplified sound) be played at the event: Yes/No  If yes, give details:  Will alcohol be consumed at the event: Yes/No. Barry’s Fields does not have an alcohol licence.  If yes, give details: Free or chargeable, licence if required etc.  Will you be using the kitchen and/or bar (part of the main function room)? Yes/No  If yes, please see page 3. | |
| **Hire charges are set out on page 2**  **We may require a deposit to secure a booking or to cover potential damage**.  **Payment Terms**  You will receive an invoice for hire charges if your request is accepted.  Payment is preferred by bank transfer, to: SORT CODE - 30-96-26 ACCOUNT NUMBER - 44486160  Cheques should be made payable to Winterslow Parish Council.  You are responsible for any lost or damaged items after your event.  **I (the “Hirer”) have read and agree to abide by the ‘Barry’s Fields Conditions of Hire’ and the ‘Special Conditions relating to Covid 19 security’.**  **Please sign, date and print name:**  Return this form by email to: [winterslowclerk@gmail.com](mailto:winterslowclerk@gmail.com), or by post to:  Winterslow Parish Clerk, 40 Firs Road, Firsdown, Salisbury, SP5 1SL.  **THIS BOOKING IS NOT CONFIRMED UNTIL FULL PAYMENT FOR HIRE IS RECEIVED AND YOU RECEIVE A CONFIRMATION EMAIL.**  **Please note: To keep costs low there is no rubbish collection service at Barry’s Fields.**  **Hirers must pick up litter and remove all rubbish/recycling when leaving.** | |

**Barry’s Fields Hire Charges December 2023**

1. **Main function room - ground floor room and kitchen area, crockery, cutlery, shared use of toilets**
2. **Upstairs social room – first floor room, shared use of toilets**
3. **Outside grounds \*\*- with use of mobile toilet unit, no use of pavilion.**

**Need a combination of A, B, or C? Reduced rates apply, please contact us.**

**\*\*Use of outside grounds? Please contact us to discuss any proposed use of the outside grounds.**

**Two large changing rooms with showers are also available to hire.**

**\*\*\*Please note a Full day is from 9.00am – 5.00pm – any time exceeding this will be charged at £5 per hour for Parish residents and £6 per hour for non -Parish user**

|  |  |  |
| --- | --- | --- |
| **What do you need?** | **Winterslow Parish user** | **Non Parish user** |
| **Main Function Room:** |  |  |
| Up to 3hours | £15.84 per hour | £19.80 per hour |
| Morning, Afternoon or Evening up to 5 hours | £63.36 | £79.20 |
| Full day | £95.04 | £118.80 |
| **Upstairs Social Room:** |  |  |
| Up to 3hours | £11.88 per hour | £15.84 per hour |
| Morning, Afternoon or Evening up to 5 hours | £47.52 | £63.36 |
| Full day | £71.28 | £95.04 |
| **Outside Grounds:** |  |  |
| Up to 3hours | £33.00 | £42.24 |
| Morning, Afternoon or Evening up to 5 hours | £39.60 | £52.80 |
| Full day | £66.00 | £69.96 |
| **Whole facility (sole use):** |  |  |
| Up to 3hours | £79.20 | £105.60 |
| Morning, Afternoon or Evening up to 5 hours | £118.80 | £158.40 |
| Full day | £145.20 | £191.40 |
| **Weddings – whole facility and grounds for your marquee etc** |  |  |
| **Including agreed set up and take down days** | From £850.00 | From 1080.00 |

**All charges include VAT**

**Please note that there may be outside activities taking place whilst you are using the pavilion.**

**Thinking about a regular booking, or to trial a new activity?**

The Parish Council wishes to encourage local arts, health and wellbeing, social clubs, and sporting groups etc so we may be able to offer discounts for regular bookings and for those trying to establish new community activities.

**WINTERSLOW PARISH COUNCIL**

Contact: Jane Tier 07407 343387

**Use of kitchen and bar facilities at Barry’s Fields….please read carefully.**

**KITCHEN**

There is a kitchen area in the main ground floor room. There is no extra charge for use of the kitchen.

**If you wish to use the kitchen area you will have access to an oven, hob, under counter fridge, hot water urn, microwave and kettle**.

**Crockery and Cutlery**

Approx 50 settings are stored in the cupboards in the main room. You may use these items, but they must be washed and dried carefully and returned to the cupboards.

.

**Fridge/freezer**

We have an American style fridge/freezer which can be made available on request.

Please ask for details.

**BAR**

**There is a small bar area accessed from the lobby with a serving hatch to the main room.**

If use of the bar could benefit your event, please arrange a visit, and discuss your requirements.

**Alcohol**

Please note that Barry’s Fields does not have an alcohol licence.

If you are intending to sell alcohol please provide documentary evidence of your Licence arrangement, including the identity of the Responsible Person.

**PLEASE NOTE**:

* **If you use the kitchen and /or bar area you must bring everything you may need (tea towels, cleaning materials, rubbish bags etc) and ensure that everything is left clean and tidy before leaving the premises.**
* **All drinks outside the pavilion must be in plastic glasses/bottles**
* **If you are serving food and/or using the hot water urn, please request and complete our food hygiene document.**
* **There is no rubbish collection service at Barry’s Fields….you must pick up litter and remove all rubbish/recycling when you leave.**

***We welcome comments and feedback. Let us know about any concerns, complaints, suggestions as soon as you can***. ***There is also a Visitors Book in the building……..please use it during/after your event.***

|  |  |
| --- | --- |
| Macintosh HD:private:var:folders:1q:1qQDLrWKGKKxE850bRvlGE+++TI:-Tmp-:TemporaryItems:WPC_logo_RGB.jpg | Winterslow Parish Council  40 Firs Road  Firsdown  Salisbury  SP5 1SL  Parish Clerk: Jane Tier  Email: [winterslowclerk@gmail.com](mailto:winterslowclerk@gmail.com)  Phone: 07407 343387 |

**BARRY’S FIELDS CONDITIONS OF HIRE**

These conditions apply to all those hiring (the “Hirer”) the Barry’s Fields Pavilion and adjoining grounds (the “Pavilion”). If the Hirer is in any doubt as to the meaning of the following, the Booking Clerk should be consulted immediately.

The Booking Clerk: Jane Tier; [winterslowclerk@gmail.com](mailto:winterslowclerk@gmail.com) Tel 07407 343387

1. This agreement is between the Hirer as set out on the booking request form and Winterslow Parish Council (WPC). The agreement confers no rights of occupation, tenancy, or otherwise, in relation to the Pavilion.
2. The Hirer is responsible for compliance with these conditions of hire and with the attached special conditions relating to Covid 19 security.
3. The Hirer must be over 25 years of age and shall not use the Pavilion for any other purpose other than that agreed on the booking request form.
4. The Hirer must be present during the period of hire, and is responsible for:
   1. Supervision of the building and grounds
   2. The building and its contents
   3. Behaviour and conduct of all persons present
   4. Supervision of car parking
5. The Hirer, during the period of hire, shall ensure that:
   1. The number of persons in the pavilion building shall not exceed the Fire Regulations number stated on the booking request form.
   2. Smoking is not permitted in any part of the pavilion and grounds
   3. Fire Exits are kept clear.
   4. Fire exits and Muster points are known to the Hirers party
   5. Any electrical appliances/devices brought to the Pavilion are PAT tested and safety compliant
   6. Except for Guide Dogs, no animals are allowed in the pavilion or any part of the surrounding grounds
   7. All reasonably required insurance is in place.
   8. Noise is kept to a minimum particularly when arriving and leaving the Pavilion. Music is not permitted outside the Pavilion building.
   9. Fireworks are not permitted in the Pavilion or surrounding grounds.
   10. WPC is notified promptly about any unforeseen risk or incident (equipment failure, damage, accident, injury, crime, complaint etc).
6. **The Hirer shall ensure that, when leaving the Pavilion at the end of the hire period:**
   * 1. **All rooms, equipment, appliances, tables, chairs, crockery, cutlery etc are clean, tidy and returned to their pre hire location.**
     2. **All litter and rubbish (internal and external) are collected and taken away.**
     3. **All windows and doors are closed.**
     4. **All lights are switched off.**
     5. **Main door and entry gates are locked.**
7. The Hirer shall not:
   1. Sub-let the Pavilion
   2. Use, or permit the Pavilion to be used, for any unlawful purpose or in any unlawful way.
   3. Do anything, or bring onto the Pavilion anything, which may endanger persons or property.
   4. Permit the consumption of alcohol without written permission from WPC.
   5. Alter or make any additions to the Pavilion (internally or externally) including placards, decorations, banners or other articles.
8. If any event is for children, a younger age group, the elderly or vulnerable persons, the Hirer shall comply with all relevant legislation and regulations, and ensure that:
   1. the appropriate number of adults/carers are always present
   2. all reasonable safeguarding measures are in place
   3. events for young people under 21 are supervised by a minimum of 3 responsible adults over 25.
9. The Hirer will be charged for:
   1. Events that run over the agreed booking times.
   2. Costs of loss, damage (howsoever caused) repair, cleaning, litter/rubbish disposal resulting from the event.   
      Such charges shall be paid within 14 days, or deducted from the deposit paid if less than, or equal to, that deposit.
10. The Booking Clerk and Parish Councillors have the authority to close any event and, when so requested, the Hirer shall immediately vacate the pavilion and adjoining grounds.
11. The Hirer shall ensure that all reasonable Health and Safety measures are in place. WPC cannot be held liable for any accident or injury to any persons or third parties using the Pavilion. All accidents shall be recorded in the Accident Book located with the first aid kit in the kitchen.
12. If food is to be prepared, served or sold the Hirer shall:
    1. Comply with all Health and Hygiene legislation and regulations
    2. Request and complete a Food Hygiene Record form
13. The Hirer shall indemnify and keep indemnified WPC, each member of WPC and the Booking Clerk against (a) the cost of repair of any damage done to any part of the Pavilion, inside or outside, or the contents of the Pavilion and (b) all claims in respect of damage or loss of property or injury to persons arising as a result of the use of the Pavilion (including the storage of equipment) by the Hirer.
14. The Hirer agrees that all users of the Pavilion car park do so at their own risk. WPC will not accept liability for any accidents, damage or loss incurred.
15. With prior written approval the Hirer may store equipment in the Pavilion. WPC accepts no responsibility whatsoever for such stored equipment or for other property brought on to, or left in, the Pavilion.
16. WPC shall dispose of ‘lost property’ unless claimed with 7 days and then collected within a further 7 days.
17. The Hirer shall apply, and pay, for a TV licence if one is required during the period of hire.
18. Subject to the Hirer’s own risk assessment, the patio fencing may be removed and replaced at the end of the hire period.

**Winterslow Parish Council strives to provide a quality environment and experience for Barry’s Fields pavilion and grounds users. The Council would appreciate your feedback so we can maximise our ability to respond to your needs.  
Please use whatever communication is most convenient to you. Phone, text, email, write.**

**A visitor’s book is provided in the pavilion and we would encourage you, and your customers/guests, to use the book to provide us with ideas and comments.**