



Jubilee Pavilion Schedule of Charges

1. **Included in the Charges**

Use of Pavilion Hall, Kitchen, Foyer and Toilets, plus outside use of the patio and bench

2. **Other Items included:**

- Heating, water and electricity
- Use of kitchen equipment
- Use of tables and chairs (tables need to be pre-arranged)

3. **Car Park**

Cars must not obstruct access for the emergency services and emergency services must be able to reach the back field. Priority for parking spaces is given to Jubilee Pavilion User Group Members.

4. **Wifi**

Downloading or streaming is not permitted.

5. **Security/Damage Deposits**

Returnable security deposits of £100 per booking or series of bookings will be charged for the following:

- Any booking where sale of alcohol is involved
- Any event where use of the kitchen is planned or likely
- Any event where outside caterers are involved

This deposit covers against possible damage, breakages, extra cleaning, excess refuse disposal/recycling, missing property etc. caused by the Hirer in contravention of their agreement. If the deposit is insufficient to cover the actual cost then the Hirer may be charged an additional amount. Security/Damage deposits will be returned (subject to any deductions) within 14 days of the booking date.

6. **Hirer's Responsibilities**

The setting-up and clearing away of the Pavilion Hall and Kitchen is the responsibility of the Hirer. It is important that the premises and equipment are returned to their pre-hire state and location, before the hire period is over, and that any outside caterers understand that the kitchen and its equipment must be left clean and tidy.

7. **Provisional Bookings**

Enquiries and provisional bookings can be made at any time and we hold dates/times pending confirmation. Please understand that provisional bookings cannot be guaranteed. If an alternative user comes forward requesting the same date/time, you will normally be given the opportunity to confirm your provisional booking, otherwise it will be offered elsewhere.

8. **Confirmation**

Once the booking details are agreed, we will confirm to you in writing, and include Terms and Conditions. These set out details of the dates and times reserved for you, all hire charges, key aspects of the booking agreement, any other important details and any deposit requirement. Confirmation will be emailed to the point of contact. An email response signifying acceptance of the booking terms and conditions is required. Without this confirmation we do not guarantee to honour the slot reserved; once it is confirmed, however, we will not let it to anyone else.

Your emailed acceptance signifies awareness and acceptance of Sway Parish Council's Terms and Conditions of hire.

9. Additional Charges

- Hire of extra equipment e.g. for additional chairs if required (price on application)
- Misuse of the Wi-Fi by downloading or streaming
- Anything else where assistance is needed or requested will be charged for at an agreed rate

10. Standard Payment Terms

Hire charge is payable once your booking is confirmed.

11. Standard Cancellation Charges

- If you cancel up to 48 hours prior to the event 50% of the hire charge
- If you cancel within 48 hours or no show -- full hire charge

12. Hire Charges

Morning/Afternoon/Lunchtime /Evening sessions* **£49.00**
(4 hours) for commercial organisations

*Evening Sessions must finish by 9.30pm

Hourly Charges

- Ad-hoc Bookings £10.00ph
- Regular pre-paid/block bookings £8.00ph

13. Payments

Sway Parish Council's preferred method of payment is by electronic bank transfer. The payment details and due date will be stated on your invoice, which will be issued once the booking is confirmed. If the invoice is not settled by the due date, Sway Parish Council reserve the right to cancel your booking

Cheques should be made payable to Sway Parish Council and sent to: Sway Parish Council, Jubilee Pavilion, Jubilee Fields, Sway, Hampshire, SO41 6BE.

Telephone: 01590 718116

Email: clerk@sway-pc.gov.uk

Website: www.sway-pc.gov.uk