**Trumpington Pavilion: Terms and Conditions of Hire**

The hirer shall be deemed to be familiar with and agree to abide by the following Terms and Conditions:

* The room(s) hired shall be used only for the purpose(s) stated on the Booking form or in correspondence with the Pavilion Management.
* The hirer shall enter the building only at times agreed with the Pavilion Manager unless prior arrangements have been made.
* The hirer shall ensure that all fire and safety regulations are observed while using the building, that all fire exits are kept clear at all times and that all fire doors remain closed. No fire equipment shall be tampered with or removed from its place, except in the case of fire. Costs incurred due to misuse of fire equipment shall be charged to the hirer in full.
* All electrical appliances on site are checked annually. If groups wish to use their own equipment please check with the Manager who may ask for a test certificate.
* Users wishing to prepare food in the kitchen (other than for personal use) should have an up to date Food Hygiene Certificate.
* Smoke machines must not be used under any circumstances.
* The hirer shall not use or allow or cause any items to be used on the premises which involve a naked flame such as candles or any items lit with a naked flame that subsequently burn such as incense sticks. Any costs involved as a result of damage caused by the user’s failure to comply with these specific provisions shall be borne by the hirer.
* All rubbish shall be removed from the premises or placed in recycling containers as agreed with the manager.
* Chairs and tables may be taken outside onto the patio area at the rear of the building but must be brought back inside in the event of rain and before the end of the booking.
* Rooms and furniture shall be left in the condition they were made available for use. Cleaning costs incurred by the Pavilion due to the misuse of rooms shall be charged to the user.
* The Pavilion shall not accept liability for damage to or loss of property or for personal injury not caused by negligence of the management of the Pavilion.
* All hirers are strongly advised to have their own Public Liability Insurance. They may utilise a Hirer’s Liability Insurance arranged by the Pavilion but are advised that, in the event of a claim, the Hirer is required to pay a £250 excess.
* All damages and breakages to the Pavilion or the property of the Pavilion, including the loss, removal or theft of property, shall be charged to the user at replacement cost.
* There is a strict no smoking policy within the Pavilion buildings and immediate surroundings including the paved area.
* In order to minimise or eliminate noise nuisance, all music whether live or recorded shall cease at 10.45 pm.
* The Pavilion must not be left unattended at any time. Hirers must remain at the Pavilion to handover to the Custodian or Manager at the end of the booking.
* A £100 deposit must be paid at time of booking.

In the event of an emergency, please call 07508 843458.

Trumpington Pavilion is administered by the Trumpington Residents’ Association. Registered Charity Number 1138271. A Company Limited by Guarantee. Company Number 6729377. Registered in England. Registered Office: Trumpington Pavilion, Paget Road, Trumpington, Cambridge CB2 9JF.