

**OUTDOOR FACILITIES CONFIRMATION OF AGREEMENT FOR SPORTING TOURNAMENTS,
SPECIAL EVENTS, HIRE OF PAVILION ETC**

TERMS AND CONDITIONS OF HIRE

I confirm that I have read and understood the terms and conditions and fully accept them.

Name of Event:

Held at:

Date of Event:

Time:

The Cost for this Event/hire will be: £25.55

I agree to abide to a reinstatement fee if required.

Please print:

To be filled out by hirer:

Contact name:

Contact address:

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Contact Telephone Number:

Email Address:

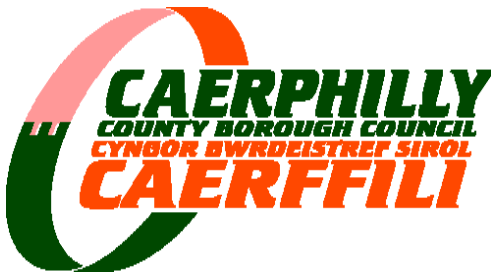
Signed for on behalf of:

This event will not go ahead unless you have supplied the following documents requested.

- (1) Risk Assessment.
- (2) Key Holder Agreement.
- (3) Copies of your Public Liabilities Insurance. Y / N (Please delete)
- (4) Signed Disclaimer Form Y / N (Please delete)
- (5) Payment for the event cheque made payable to C.C.B.C. Y / N (Please delete)
(Please write "**Outdoor Facilities**" on the reverse of the cheque)

Please return to:

Outdoor Facilities,
Caerphilly County Borough Council, 1 St Gwladys Way, Bargoed, CF81 8AB
Telephone: 01443 811452
Email: outdoorfacilities@caerphilly.gov.uk



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DISCLAIMER FORM

Caerphilly County Borough Council does not accept any responsibility for loss, theft or damage to property or Injury to persons whilst using our facilities. Any people using these facilities do so at their Own Risk. It is agreed that any hazards or broken equipment which may be identified, will be immediately reported to the Outdoor Facilities Manager.

Name of Event

Held at:

I fully accept the above statement:

Signed:
(Authorised signatory for and on behalf of Club/Organisation)

Name: (Please Print)

Title:

Date:



OUTDOOR FACILITIES CONFIRMATION OF BOOKING A SPORTING TOURNAMENTS etc.
WITH TERMS AND CONDITIONS OF HIRE

(This is your copy to keep and use as reference)

- Application:** Advance application for the hire of any outside facility must be made in writing.
- Disclaimer:** The Councils **Disclaimer Form** must be signed and enclosed and forwarded to Parks Services before the event.
- Payment:** Any hiring fees must be paid in full and cheques must be made payable to C.C.B.C before the period of hire commences.
- Charges:** Please note the charge for the use of the changing rooms / pavilion for tournaments etc. will vary from the fees normally charged for fixtures and extra facilities such as kitchen, function rooms will need to be negotiated via this office.
The Council reserves the right to vary its charges without notice.
Please Note:- The Council do not endorse or encourage the use of their pavilions / changing rooms for preparing foods
- The Charge for this Event will Be:- £25.55**
- Bond – if applicable** The Hirer **must** agree and sign to a **Reinstatement Fee Agreement – if applicable** and is valid for 14 days after the event. The reinstatement fee agreement is there only to protect the Council assets from damage.
- The amount of bond required will vary with the type and size of the event or activities proposed.
- The reinstatement fee will **only** be requested if an officer of the Council finds any damage after an inspection of the facility/area etc.
- Where damaged is found the Hirer will then be contacted by this office to inform them of the nature of damage and also whether all or a proportion of the reinstatement fee will be needed to rectify the the damage.
- Cancellation:** (1) By Hirer: If any person or organization cancels or fails to take up any booking, the charge for that Booking shall remain due. At the Council's discretion all or a proportion of the hire fee may be returned.
- (2) By the Council: The Council reserves the right to cancel any date during a long term booking for for any reason. As much notice as possible will be given, in such cases the Council shall not be liable for any loss or damage arising out of such cancellation.

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Conditions: (1) The ESAG group are notified of all events.

(2) The Hirer shall indemnify the Council in respect of any damage caused and any actions proceedings costs claims or expenses to persons or property arising out of or from the hire and the Council may in its absolute discretion require the Hirer to arrange insurance cover in respect there of and produce to the Council, evidence of adequate Public Liability Insurance cover.

(3) The Council by themselves their, agents or insurers accept no responsibility for any injury, loss or damage to persons or property however caused arising out of or from the hire of any outdoor facility.

(4) The Hirer shall use the hired facility for the purposes agreed with the Council and for no other Purpose.

(5) The Hirer must provide, a full list of activities / stalls (if any) they intend to hold along with a site map of the proposed lay out of the event. The Hirer can request a site meeting or may be requested by the Council to attend a site meeting prior to the event taking place.

(6) Access to pavilion / changing rooms (if needed) to be used in connection with the event shall be made available by the Council to the Hirer for a maximum period of one hour before the hire period and for a maximum of one hour after the hire period unless otherwise requested.

(7) The Hirer shall only store equipment used in connection with the hire of any facility at the hired facility with the prior consent of the Manager.

(8) The Hirer is responsible to ensure that all accesses to and from the hired facility are kept clear of motor vehicles belonging to (i) their staff (ii) those involved with the event and (iii) spectators at all times. Failure to do so may result in the facility being withdrawn for any future events by the Manager if complaints are received by outside parties.

(9) **No** motor vehicles shall be parked on or driven across any hired facility and any costs incurred by the Council arising out of any damage to any hired facility as a result of any motor vehicle being parked on or driven across it shall be recoverable by the Council from the Hirer via the reinstatement fee requested from them.

(10) The decision of the Council shall be final with regard to whether any hired facility is in a usable condition. If any Hirer uses a facility following a decision by the Council that it is unusable then the Hirer shall be liable for all costs incurred by the Council in reinstating the facility to its original condition via the reinstatement fee requested from them.

(11). It shall be the responsibility of the Hirer to clear away any litter and dispose of all rubbish generated by the event on the same day, both from the event site and surrounding area.

Failure to meet the terms listed above may result in the facility being withdrawn by the Manager and any future events the hirer may wish to hold at any site with in the Borough may be refused if complaints are received by outside parties.

The person dealing with this request is:

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