**North Sheen Recreation Ground Pavilion**

**Terms & Conditions of Hire**

Thank you for your interest in hiring the Pavilion in the North Sheen Recreation Ground..

This document outlines the**Terms & conditions of hire and other useful information you will need**.

Please read it carefully even if you are a returning hirer – the terms and conditions may have changed since your last hire. We have also added in lots of other helpful and cost-effective extras, which you might wish to consider.

For ‘one off’ bookings – once the date and time has been agreed and confirmed via return email and an initial deposit of 50% of the total hire cost has been paid your booking will be processed. Additionally we make a security deposit of £50 which is refunded after the hire provided you do not overstay and the hall is left clean and tidy. (see below for more info)

Bookings must be confirmed in writing, no verbal bookings/instructions are permitted.

Once you have confirmed your booking in writing you are deemed to have accepted our hiring terms and conditions.

For regular ongoing bookings you will be invoiced monthly in arrears for usage of the hall.

Please note that the hall has under floor heating. We are happy for you to bring your own heaters if you wish.

Please note that the minimum evening hire time is 2 hours.

We no longer offer a catering service but you are welcome to self-cater or use a catering service.

**Terms and conditions of hire**

Hirers agree to be bound by these Terms and Conditions of Hire, which are in force at any time and specifically in force at the time of the hire.

The following outlines your responsibility as the hirer.

**Pavilion Hall**

The Pavilion Hall is approximately 10 metres x 9 metres with a high and sloping ceiling, with a maximum height of approximately 3 metres. It can accommodate either up to 70 seated or 125 standing . There are 5 tables and 70 chairs in the hall. These belong to KPR but can be used by Hirers.

The kitchen has the following crockery for drinks – 45 wine glasses, 10 water glasses, 27 small coffee cups, 10 large coffee cups, 48 saucers. There is no cutlery, no plates and no side plates. There are no tablecloths. These need to be bought along by the hirer.

The hall is on the first floor, accessed by a single flight of stairs and a lift from the ground floor lobby.

There is a fire escape at the far end of the hall from the entrance door. This is through the door and down the stairs.

**Charges**

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| **Item** | **Charge** | **Includes…** |
| Pavilion Hall Hire | £20 per hour | Pavilion Hall, 5 tables (183cm x 76cm) plus 70 chairs. Use of the balcony and WC’s.  **Please be aware that kitchen hire is NOT included in hall hire.** |
| Kitchen Hire | £5 per hour | Use of a fully functional kitchen, oven, fridge/freezer, meal preparation equipment. glasses, cups, mugs and other pieces of small domestic and semi-commercial equipment/crockery for use if the kitchen is hired. The kitchen has the following crockery for drinks – 45 wine glasses, 10 water glasses, 27 small coffee cups, 10 large coffee cups, 48 saucers. There is no cutlery, no plates and no side plates. There are no tablecloths. These need to be bought along by the hirer.  Hire of the kitchen is NOT included in the hall hire. |
| Clean Up Service | £30.00 | You are responsible for rubbish and debris removal, cleaning of floors, tables, chairs, glasses, WCs etc**. If you would like us to do this for** **you the cost is £30**. If you have paid for the clean up service, we will dispose of your waste EXCEPT helium bottles that must be taken with you when you leave. |
| Kitchen Clean Up Service | £15 | You are responsible for a complete clean of kitchen and washing up We have a dishwasher available for use**. If you would like us to do this for you the charge is £15.** We ask that you load the dishwasher to assist our staff. |
| Evening bookings | £25 per hour | Should your event take place after the park has closed or extend beyond the cafe opening hours we can provide a member of staff to close down the event and lock up. |
| Serving Staff | £15 for the first hour and £12 per hour thereafter. | If you require a member of the South Street Team to assist for the whole event/hire time. An extra pair of hands can be useful for serving teas &coffee, squash &food. |
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| Ice Cream | £2.00 per scoop | Our delicious locally made gelato artisan Ice Cream and Sorbets are available. |

**DIY Catering**

You are welcome to bring your own food and drink to your event. If you wish to bring your own chef then the normal kitchen hire charges apply. See above for the items we stock in the kitchen for your use.

**General responsibilities of the hirers**

**Please note that we charge a security deposit of £50 per booking. This is returned after the rental provided you depart on time and the premises are left clean and tidy (see below)**

* The behaviour of guests is the responsibility of the hirer. This is particularly important with childrens’ parties. The adults present will need to ensure that the safety and security of all those present is paramount. It is particularly important to ensure that children, especially small children, do not play on the fire escape.
* It is your responsibility to clean the hall, WC, kitchen and all the tables and chairs that you have used at the end of the rental. Please also remove all rubbish and debris. Please note the “clean up” fees above if you would prefer us to do this for you. If the hall is not left clean and tidy we will deduct £30 from the security deposit to cover the cost of cleaning the space.
* You must depart from the hall **before the end of your rental period**. If you over run we charge £25 per hour (or part of an hour) to cover our costs. This is deducted from the security deposit.

**Alcohol and Glasses**

* There is currently no alcohol license for the sale of alcohol at The Pavilion.
* Alcohol for guests can be brought in and consumed as long as it is given free to your guests. It cannot be sold.
* No glasses must leave the Pavilion Hall. The Pavilion hall is located in a park where children play, football matches take place and dogs run around so we cannot risk broken glass.

**The Security Deposit and External Contractors**

* A deposit of 50% of the total hire charge for the event will need to be paid when the booking is made. The balance is to be paid by the day of the event. See below for our cancellation charges. Please make sure you put your name and the invoice number on the bank transfer. Additionally we charge a security deposit of £50 that also needs to be paid at the time of booking (see above)
* If you are using an external contractor please provide us with a copy of their public liability insurance and where necessary their CRB check prior to the event. Your contractors, as are your guests, are your responsibility. External Contractors includes any third party providing the hirer with services or goods or services at The Pavilion.

**Accuracy of Hire Time**

* The time slot booked needs to be honoured. There may be other events following yours. Handover time is particularly important. We may have a hire immediately after yours and the cleaners will need to start on time to prepare for the next group. Events in the evening are subject to the Park’s opening hours. If you run over, you may well end up locked in to the Park.
* As a general piece of advice, with large parties, we suggest at least 60 minutes to allow you enough time to vacate.
* If you start earlier and/or finish later then this will be deducted from your security deposit.

**Formalising the Booking & Payments**

* An initial deposit of 50% of the total hire charge is required to finalise the booking process plus the security deposit of £50. This secures the booking. This sum will be deducted from the hire invoice(s) which will be issued by email. You are deemed to have accepted our terms and conditions when you confirm the booking by email.
* Payments should be made by bank transfer to the Clydesdale Bank

All transfers must include a reference comprising the surname of the Hirer and the invoice number. If payments do not bear the correct reference, there may be a delay in allocation to your booking account.

**Bank account details**

* All payments should be made to South Street In The Park, Clydesdale Bank, Sort code 82 60 13, account number 50100554.

**Cancellations**

* Cancellation of a Booking by a Hirer may be made in writing (by email) at any time, subject to the charges below:

1 – Written cancellation received up to 21 days prior to day Event - £0

2 - Written cancellation received between 20 – 14 full days prior to the event, £30

3 – If the booking is cancelled less than 14 days before the event then the 50% deposit will not be returned.

* Cancellation of a Booking may occasionally have to be made by South Street in the Park. If this happens, and we do not anticipate that this will ever be the case, we will notify you in writing with 14 days notice. All monies paid by the hirer will be refunded within 72 hours.

**Access, Local Parking Restrictions & Drop-Off**

* Kew Gardens Tube & Train Station. District Line or Overground. Exit via the North Road side of the station (use the subway or stairs if coming from Richmond. Walk south down North Road for 7 minutes and North Sheen Recreation Ground entrance is on the left.
* North Sheen Train Station. Exit the station onto Manor Road. Walk North on Manor Road until you reach the roundabout (Sainsburys’ superstore will be on your right. Cross the A316 at the zebra crossing (Vauxhall Garage will be ahead flanking North Road and the A316). Walk down North Road past the Vauxhall garage. Keep walking down North Road past Chiltern Road on your left and see North Sheen Recreation Ground entrance on the right. Walking time 8 mins approximately.
* Parking at Week-ends. Parking is free in all local roads (North Road, Dancer Road Darrel Road and Marksbury Avenue) week-ends.
* Parking on Weekdays.  Parking is free all day in Darrel Road and free after 12pm in all local roads (North Road, Dancer Road, Darrel Road and Marksbury Avenue).
* The Forecourt in the Recreation Ground. This area can be used for dropping-off and collection of heavy goods and equipment by prior special agreement with us.
* Hirers and or their guests/contractors must not use this area to drop-off or as a turning area for vehicles. Vehicles cannot be parked in this area in the intervening period under any circumstances. Vehicles must not drive on the grass under any circumstances.

**Wi-Fi**

We provide free wi-fi for people using both the pavilion and the café but this is not something that we can guarantee because it is subject to conditions outside of our control. If it is not working on the day of your hire we cannot be held responsible. WIFI code 2f4d96fa4f

**The Pavilion**

The Pavilion is a community space and asset to be used by everybody. Please treat the building with respect and when you leave please do not disturb our neighbours.

We very much look forward to working with you.

South Street in the Park

The Pavilion

North Sheen Recreation Ground

Dancer Road

North Sheen

TW9 4LB