

SWANSPOOL PAVILION & BOWLING GREEN TERMS AND CONDITIONS OF HIRE

1. GENERAL INFORMATION

1.1 Facilities Available The Community Pavilion is suitable for a variety of uses including meetings, functions, activities, dance and exercise groups. The main hall can accommodate eighty persons theatre style, sixty seated as an informal table arrangement and forty-eight as a formal table arrangement. A rear meeting room can accommodate twenty people. A bowling green is available for lawn bowls during the specified season. Kitchen facilities are provided on-site, however hirers must bring their own tea and coffee-making supplies. Limited on-site parking is available for hirers and their guests.

1.2 Opening Hours The Pavilion is available for hire from 9:00 AM to 9:00 PM, Monday through Sunday. The facility is closed on Christmas Day and New Year's Day. The bowling green is available for hire from May to mid-September 2025.

1.3 Special Offers A special discounted rate is available for pavilion hire during the month of June 2025. This is a one-off promotional offer and will not be repeated.

2. BOOKING AND PAYMENT

2.1 Booking Process All bookings must be made through the council's online booking platform, which can be accessed via the official council website to enable affordable rates of hire. The Pavilion can be hired in increments of 30 minutes, with a minimum hire period of one hour. Fees are chargeable at an hourly rate and are inclusive of set up and clean up time. All hirers must be 18 years of age or older to make a booking. Please note that all bookings are provisional until confirmed by the council.

2.2 Payment Terms Payment is accepted via Stripe or bank transfer. Full payment of the hire charge will be due five working days before the date of hire. A deposit is required for each booking to cover potential cleaning, waste removal, or damage costs. Deposits will be automatically refunded upon satisfactory condition of premises after hire. Once payment is received, it is acknowledged that the hirer has accepted these Terms and Conditions of Hire.

2.3 Council Rights The council reserves the right to refuse any booking or grant any application for hire. The council reserves the right to cancel bookings where necessary. The hirer shall not sublet or assign the booking to any other person or organisation without prior written consent from the council.

3. CANCELLATION POLICY

3.1 Cancellation by Hirer The hirer may cancel the booking at any given time up to five working days prior to the hire date. Cancellations made within 48 hours of the booking are



subject to 100% charges. The hire charge is non-refundable should the booking be cancelled within five working days or less from the hire date.

3.2 Cancellation by Council In case of cancellation by the council, the hirer will be entitled to a full refund of any fees paid but will not have any claim for compensation or damages.

4. ACCESS AND USE OF PREMISES

4.1 Access and Security The council will provide access to the premises. The alarm system should be disabled on entry and enabled at the end of the hire and exit of the building. The hirer shall use the premises only for the purpose stated in the booking form and shall not exceed the maximum number of people specified for each area.

4.2 Premises Care Hirers must leave the premises clean and tidy using the equipment provided for setting up and clearing away furniture. All waste must be removed from the site. The premises and equipment are to be left in a clean and tidy condition. Any damage must be reported immediately. The Hirer will be responsible for any breakages or damage caused during the hire period and will indemnify the Council with the full cost to repair or replace.

4.3 Supervision Requirements The hirer shall be present and responsible for the supervision and management of the event and the behaviour of all persons attending. All children under 16 years of age and vulnerable adults must be supervised at all times whilst on-site and must not be left unattended or unsupervised on the premises. The hirer shall ensure that any activities involving children and vulnerable adults comply with relevant safeguarding policies and procedures.

4.4 Bowling Green Specific The bowling green is for bowling use only. Bowlers are responsible for setup and removal of all equipment for games and matches.

5. HEALTH AND SAFETY

5.1 Legal Compliance The hirer shall comply with all applicable laws and regulations relating to health and safety, fire safety, licensing, noise, gambling, child protection, data protection and any other relevant matters. The hirer shall obtain any necessary licences or permissions for their event and must conform to all legal requirements.

5.2 Fire Safety The hirer must ensure that all exits are kept clear and make participants aware of the fire alarm, fire appliances, emergency exits and procedures. The fire assembly point is in the car park area. The hirer must ensure a safe exit and await instructions from the Emergency Services. The hirer must familiarise themselves with fire safety procedures displayed on the premises.

5.3 First Aid The hirer shall ensure that adequate first aid provision is available for their event. A First Aid Box is clearly marked and located in the entrance area. Please familiarise yourself with its location and report any accidents or incidents that occur on the premises to the council as soon as possible and complete an accident report form if required.

6. EQUIPMENT AND FACILITIES





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6.1 Electrical Equipment No electrical equipment is permitted on-site without prior approval from the council. Any electrical appliances or equipment brought onto or used on the premises require prior permission and must be accompanied by submission of a PAT test certificate. The hirer shall be responsible for any damage or injury caused by such items. Appliances and apparatus must be operated by a competent person.

6.2 Prohibited Items No bouncy castles are permitted on-site. Explosives, flammable spirits, or liquid gas containers are banned from the premises. Items that have naked flames, such as candles, can only be used by prior permission of the council.

6.3 Storage No equipment may be stored on-site without express prior written permission from the council.

6.4 Wall Attachments The hirer shall ensure that nothing is attached to walls without prior permission. Any such items must be removed at the end of hiring and any damage caused must be repaired or paid for by the hirer.

7. PARKING AND ACCESS

7.1 On-Site Parking Vehicles parked on-site are left at owner's own risk. The council accepts no liability for damage, loss or theft.

7.2 Alternative Parking Free parking is available until 6:00 PM at Swansgate Shopping Centre car park. Please avoid parking on residential streets to prevent inconvenience to neighbours.

8. COMMUNITY CONSIDERATIONS

8.1 Residential Area Swanspool Pavilion is located within a residential area. Hirers must show consideration for noise levels and traffic impact. The hirer must ensure that the noise level does not annoy or disturb the neighbours. The premises must be vacated promptly at the end of the hire period in a quiet and orderly fashion being mindful of the residential location.

8.2 Shared Facilities Hirers are not provided with exclusive use of the gardens. Gardens are provided for public recreational use.

9. PROHIBITED ACTIVITIES

9.1 Substances Alcohol consumption is strictly prohibited within the pavilion and gardens. Use of illegal drugs is prohibited. Gambling is not permitted on the premises.

9.2 Property Modifications Swanspool Pavilion and Gardens are curtilage listed and the gardens are situated within a conservation area and area of advertisement control. It is a criminal offence to affix anything to the pavilion or gardens without planning or licensing consent.

10. INSURANCE AND LIABILITY





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10.1 Public Liability Insurance The Pavilion is covered by Public Liability insurance but accepts no responsibility for injury to persons, loss, damage or theft of articles from or on the premises during the hire period or at any time. Commercial and national organisations must have their own Public Liability Insurance.

10.2 Professional Qualifications The Hirer is responsible for ensuring that any instructors, tutors, group leaders etc. are appropriately qualified and that DBS checks are in place where necessary.

10.3 Hirer's Liability The Hirer shall indemnify and keep indemnified the town council and its officers, volunteers, agents, contractors and invitees against:

a) The cost of repair of any damage done to any part of the Pavilion and gardens including the terraces, or the contents of the Pavilion

b) All claims, losses, damages and costs in respect of damage or loss of property or injury to persons

c) All claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party arising as a result of the use of the Pavilion and gardens (whether or not authorised by the town council, including the storage of equipment or other items) by the Hirer

11. DATA PROCESSING

11.1 Data Use The information provided in booking forms is for the effective and efficient hire of the Pavilion and will not be shared with anyone beyond this specific purpose.

11.2 Data Rights You may have access to the data held about you, or request that your details be deleted, by contacting the council.

12. BREACH OF TERMS

12.1 Consequences Any breach of these terms and conditions will result in prohibition of further bookings. The council reserves the right to terminate hire agreements immediately for serious breaches.

13. CONTACT AND FURTHER INFORMATION

For booking enquiries and further information, please visit the council's official website and use the online booking platform.

AGREEMENT

By making a booking, I acknowledge that I have read, understood, and agree to comply with all terms and conditions outlined above.





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These terms and conditions are subject to change. The council reserves the right to amend these terms with appropriate notice.

