

**WILTON TOWN COUNCIL**

***Ancient Capital of Wessex***

Town Clerk  
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Mayor: Cllr Andy Kinsey  
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[www.wiltontowncouncil.gov.uk](http://www.wiltontowncouncil.gov.uk)

**APPLICATION FOR CASTLE MEADOW PAVILION FACILITIES AND FORM OF INDEMNITY**

I, .....

On behalf of .....

hereby apply to hire the *(please tick)*

**Castle Meadow Pavilion**

**Castle Meadow Sports Field**

on the Date(s) and Time(s) set out on the Schedule (page 3).

In consideration of the **Wilton Town Council** (hereinafter called "**The Council**"), granting to .....

(hereinafter called "the **Hirer**" ) The right to use the above named facilities, I, the undersigned, being duly authorised by the **Hirer** and for and their behalf undertake to:-

Ensure that hire complies with any guidance and restrictions due to Covid-19 as stipulated by the Government at the time of Hire.

Be present throughout the hire period and to be responsible for the behaviour of all persons using the premises, the care of the premises, and its fixtures and fittings. The Council reserves the right to charge for any additional cleaning and/or damage repair costs incurred.

If using the sports field and pitches, the area must be left in a reasonable condition and any rubbish collected and disposed of appropriately. The Council reserves the right to charge for any additional clearance costs incurred.

Ensure occupancy in the premises finishes at the agreed time.

**Ensure the rooms be left tidy and any furniture put back to its original position.**

**Ensure rubbish be placed in the bins provided.**

Ensure that no smoking occurs within the premises and that no excessive noise be permitted inside or in the immediate vicinity of the building.

Ensure fire exits are left clear, the exit shutters up and the fire exit doors remain unlocked during the use of the building.

Ensure the building is locked, alarmed, secured with windows closed, shutters down and keys returned at the end of the hire.

**In addition:**

The premises may only be used for the purpose entered on the booking form.

Strictly no cleaning of boots permitted in the showers. If the shower drains are blocked with grass after hire there will be a surcharge applicable to cover additional cleaning.

Unauthorised heating/electrical appliances may not be brought into the premises, unless they are PAT tested.

Highly flammable substances must not be brought into the building.

Nothing is to be done that may contravene Gaming, Betting and Lotteries Legislation.

**Wilton Town Council accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded.**

**Child Protection:** You must ensure that any activities for children, young people and vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, the hirer must provide us with a copy of your Safeguarding Policy, Risk Assessments, Insurance and evidence that you have carried out relevant checks through the Disclosure and Barring Service {DBS}.

**Payment:** The hire fee is due in advance of the booking to ensure the hire date/time is reserved. If the payment has not been received the event date cannot be guaranteed.

**Cancellation:** Wilton Town Council reserves the right to cancel a booking in the event of the premises being required as a Polling Station or as an emergency shelter for victims of a disaster.

If the booking is cancelled by the Hirer within 14 days of the event, the Town Council reserves the right to retain 50% of the booking fee.

If the booking is cancelled by the Hirer within 7 days of the event, the Town Council reserves the right to retain all of the booking fee.

Deposits will be repaid in the event of cancellation by the Town Council.

**Insurance:** Hirers are responsible for their own insurance and will be responsible for the excess of any claim the Town Council has to make to its insurers. The hirer is also responsible for ensuring any 3<sup>rd</sup> parties used (eg inflatable castle hire companies, bands, caterers, DJ's) also have the correct insurance and comply with current licencing and noise legislation.

If requested, the hirer must provide us with a copy of the hirers (and any 3<sup>rd</sup> parties) Safeguarding Policy, Risk Assessments and Insurance Cover in advance of hire.

**Utilities:** The hire fee includes reasonable use of electricity and water for internal supply only. Items requiring electricity or water outside the building will need to be run off separate generators, or water supplies.

I will pay the sum of £            including VAT being the hiring fee in respect of the above facility, including the use of the kitchen.

I confirm that I have read the terms and conditions of hire and will abide by them.

Will alcohol be available    yes     no     If yes I confirm the appropriate licences will be obtained.

Signed.....

Name.....

Address.....

Date.....

.....

Position

.....

Contact number .....

Email address .....

**WILTON TOWN COUNCIL**

**Date(s) and time(s) that Castle Meadow Sports Field and/or Castle Meadow Pavilion are required**

<b><u>Date(s)</u></b>	<b><u>Time(s)</u></b>