

# Jubilee Pavilion Schedule of Charges

Sway Parish Council, Jubilee Pavilion, Jubilee Fields, Sway, SO41 6BE



## 1. Included in the Charges

Use of Pavilion Hall, Kitchen, Foyer and Toilets, plus outside use of the patio and bench

## 2. Car Park

Cars must not obstruct access for the emergency services and emergency services must be able to reach the back field. Priority for parking spaces is given to Jubilee Pavilion User Group Members.

## 3. Wi Fi

Downloading or streaming is not permitted.

## 4. Other Items included:

- Heating, Water and Electricity
- Use of Crockery
- Use of Cutlery
- Use of Tables and Chairs (tables need to be pre-arranged)

## 5. Security/Damage Deposits

Returnable security deposits of **£100 per booking or series of bookings** will be charged for the following categories

- Any booking where sale of alcohol is involved
- Any event where use of the kitchen is planned or likely
- Any event where outside caterers are involved

This deposit covers against possible damage, breakages, extra cleaning, excess refuse disposal/recycling, missing property etc. caused by the Hirer in contravention of their agreement. If the deposit is insufficient to cover the actual cost then the Hirer may be charged an additional amount. Security/Damage deposits will be returned (subject to any deductions) within 14 days of the booking date.

## 6. Hirer's Responsibilities

Setting-up/Clearing Away

The setting-up and clearing away of the Pavilion Hall and Kitchen is the responsibility of the Hirer. It is important that the premises and equipment are returned to their pre-hire state before the hire period is over, and that any outside caterers understand that the kitchen and its equipment must be left clean and tidy.

## 7. Provisional Bookings

Enquiries and provisional bookings can be made at any time and we can "pencil in" dates/times. However, it is important to understand that provisional bookings cannot be guaranteed.

If an alternative user comes forward requesting the same date/time, you will normally be given the opportunity to confirm your provisional booking, otherwise it will be offered elsewhere.

## 8. Confirmation

Once the booking details are agreed, we will issue a **Booking Confirmation Form and Terms and Conditions**. These set out details of the dates and times reserved for you, all hire charges, key aspects of the booking agreement, any other important details and any deposit requirement.

These forms will be emailed or posted to the point of contact and must be signed and returned to Sway Parish Council, along with any security deposit agreed. (An email response signifying acceptance of the Booking Confirmation document is also acceptable.) Without this agreement we do not guarantee to honour the slot reserved; once it is confirmed, however, we will not let it to anyone else.

Signing the Booking Confirmation Form or emailing acceptance signifies awareness and acceptance of Sway Parish Council's Terms and Conditions of hire.

## 9. Additional Charges

- Hire of extra equipment e.g. for additional chairs if required (price on application).
- Misuse of the Wi-Fi by downloading or streaming
- Anything else where assistance is needed or requested will be charged for at an agreed rate

## 10. Standard Payment Terms

100% of hire charge payable once booking is confirmed and at least 2 weeks prior to event date.

## 11. Standard Cancellation Charges

- If you cancel up to 48 hours prior to the event 50% of the hire charge
- If you cancel within 48 hours or no show — full hire charge

## 12. Hire Charges

**Morning/Afternoon/Lunchtime /Evening sessions\*** £49.00  
(4 hours) for commercial organisations

### Hourly Charges

- Ad-hoc Bookings £10.00ph
- Regular pre-paid bookings booked 6 months + in advance £8.00ph

\*Evening Sessions must finish by 9 PM

## 14. Payments:

Sway Parish Council's preferred method of payment is by electronic bank transfer. The payment details and due date will be stated on your invoice, which will be issued once the booking is confirmed. If the invoice is not settled by the due date, Sway Parish Council reserve the right to cancel your booking and request full payment in advance for any future bookings.

Cheques should be made payable to Sway Parish Council and sent to:

Sway Parish Council, Jubilee Pavilion, Jubilee Fields, Sway, Hampshire, SO41 6BE.

## 15. Contacts:

1. Sway Parish Council Office – Tel: 01590 718116
2. (out of hours) 07789 004944
3. Caretaker: 01590 682290 Mobile 07791 978324

**Email:** [info@sway-pc.gov.uk](mailto:info@sway-pc.gov.uk)

**Website:** [www.sway-pc.gov.uk](http://www.sway-pc.gov.uk)