

2022 TERMS OF HIRING – SEEND LYE RECREATION FIELD FACILITIES

1. Reservations for the entire Seend Lye Recreation Field (SLRF) facility are actively managed through the online reservations system. The tennis courts are an exception to this. **Reservations must be paid in advance of the reservations date(s). Advance reservations have priority of use.**
2. **Persons responsible for making reservations on behalf of organisations serving children, young people and vulnerable adults are expected to ensure compliance with [SLRF Safeguarding Policy](#) and to facilitate access to their organisational safeguarding policy as required by the SLRF Committee of Management.**
3. All dogs, other than assistance dogs, are prohibited from the entire facility unless specifically authorised as part of an organised event, such as the Seend Fete.
4. **Please leave the facilities as you would expect to find them.** In particular, before securing the building please turn off lights, taps in the kitchen and toilet areas and the kitchen water heater(s). On leaving the building, please ensure everyone has left. Close all windows, check all lights are off, lock all doors and close all windows.
5. If you used the [key safe](#) then please return the key when you are happy that the building is secure. Remember to please scramble the [key safe](#) combination after closing the [key safe](#).
6. If required, cleaning materials and equipment are available in the last room on the right off the entrance foyer.
7. Please ensure that all perishables, food and refuse are removed by yourself or your caterers. It would be helpful if any refuse sacks generated, and recyclable items are taken away. Please use the bin provided outside if required. The large key for the bin is located on a hook in the cleaning room cupboard.
8. The Pavilion is a popular and well used facility. There may be follow-on reservations immediately after yours so **please allow at least 30 mins in your reservation times for cleaning up ready for the next user.**
9. **In the unlikely event that the building or field are left in an untidy or dirty state the Committee reserves the right to make an additional charge to cover costs of labour, disposal and damages.**
10. Your attention is drawn to [FIRE REGULATIONS](#) posted on display in the foyer. Please familiarise yourself and guests with emergency exit signs, routes and firefighting appliances. Remember, if you are holding a party, you are responsible for the insurance and health and safety aspects and statutory requirements of your function. The building capacity of 80 persons should not be exceeded.
11. **The use of fireworks, pyrotechnics and firearms on any part of the Seend Lye Recreation Field property is prohibited at all times regardless of the season.**
12. Heating for the building, if needed, is programmed weekly, so please ensure that times of occupancy are clear so that this can be set for you.
13. The SLRF Committee of Management reserves the right to exclude use of the facility in the event of anti-social behaviour or misuse.
14. Your reservation acceptance is conditional on your acceptance of these terms.

Finally, we hope you enjoy your use of the Seend Lye Recreation Field facilities and that you will remember that maintenance and administration of the facility is achieved through our valued volunteers. Please help by playing your part in its upkeep. We welcome your feedback by email, or through our [website's contact page](#).

Terms and Conditions updated 21st July 2022

ESTABLISHED 1967, REGISTERED AS A CHARITY IN ACCORDANCE WITH THE
CHARITIES ACT 2011, REGISTERED NUMBER 305565

Seend Lye Recreation Field

www.seendlyefield.org email: seendlrf@gmail.com

BOOKING FORM

Name and/or Organisation: _____

Address: _____

Post Code: _____ Telephone number: _____

Email address: _____

Date	Hall	Meeting Room	Field South/North	Times		Total Hrs	Hire Charge
				From	Until		



The Pavilion is equipped with a public address system with hearing loop. If you wish to use this system please indicate here -> **YES / No**

Please take this opportunity to carefully read the Terms and Conditions of Hiring on the reverse of this form, then sign and date the form where indicated.

We request payment at least 48 hours in advance of your reservation date. Bank transfer payment instructions will be forwarded in your reservation confirmation email. Cheques should be made payable to 'Seend Lye Recreation Field'

Access keys: To make arrangements to collect key(s) please contact seendlrf@gmail.com, or call 01380 828970. The key provides access to the main hall. The kitchen can be accessed from the main hall. Meeting room keys are also available on request. Please return the key to the external key safe promptly after use if that is where you obtained them. Remember to scramble the combination dials!

Have you thought about a donation? The Seend Lye Recreation Field is a charitable trust run by volunteers and relies upon fundraising and donations to meet annual running costs. Your donations are greatly appreciated and will help maintain and preserve our community recreational facilities. If you are a UK income or capital gains taxpayer, the tax paid on your donation can be reclaimed by the Lye Field. Gift aid forms can be downloaded from <https://www.seendlyefield.org/gift-aid.html>

You may post or hand deliver this booking form, with your cheque payment, to Bradley Farm, Rusty Lane, Seend, Melksham, SN12 6NS

A regular user discount for annual payments may be available to organisations – please ask us.

Thank you!

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