

## 2023 TERMS OF HIRING – SEEND LYE RECREATION FIELD FACILITIES

### GENERAL TERMS

1. The Seend Lye Recreation Field is a multi-event facility. The Pavilion and field areas are separately reservable. Reservations for the entire Seend Lye Recreation Field (SLRF) facility are actively managed through the online booking system. The tennis courts, operated independently by Seend Tennis Club, are an exception to this.

#### IMPORTANT NOTE:

A booking for the Pavilion **does not include** use of the recreation field, which may be booked separately. Both the recreation field and changing rooms may be in use for additional events hired separately from the Pavilion usage. There may be simultaneous and follow-on events around the timing of your booking.

2. The Irene Usher Memorial Pavilion is a popular and well used facility. There is no time allowance for setup or post-event cleaning and clearance. The times of your booking should include these necessary actions. **Please allow at least 30 mins in your reservation times for cleaning up ready for the next user.**

3. **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. **In the unlikely event that the building or field are left in an insecure, untidy or dirty state the Committee reserves the right to make an additional charge to cover costs of labour, disposal and damages.**

4. All dogs, other than assistance dogs, are prohibited from the entire facility unless specifically authorised as part of an organised event.

5. 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.

### RECYCLING & REFUSE DISPOSAL

6. 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 wheeled bin provided outside if required. The large key for the wheeled refuse bin lid is located on a hook in the cleaning cupboard, a side room off the lobby and last on the right as you enter the building.

### BUILDING SECURITY

7. If you used the key safe then please return the key to the lower key safe when you are happy that the building is secure. Please remember to scramble the key safe combination after closing it.

### YOUR SAFETY & THE SAFETY OF OTHERS

8. Persons responsible for making bookings on behalf of organisations serving children, young people and vulnerable adults are expected to ensure compliance with SLRF Safeguarding Policy and to provide access to their organisational safeguarding policy as required by the SLRF Committee of Management and its Designated Safeguarding Lead.

9. Your attention is drawn to FIRE REGULATIONS posted near the fire alarm and detection system panel in the foyer. Please familiarise yourself and guests with emergency exit signs, routes and firefighting appliances. The building capacity of 80 persons should not be exceeded.

**10. The use of fireworks, pyrotechnics, and firearms** on any part of the Seend Lye Recreation Field property **is strictly prohibited at all times regardless of the season.**

### **USE OF INFLATABLES**

11. The Seend Lye Recreation Field Trustees and Committee of Management (the organisation) are insured for public liability risks. The organisation's insurance policy specifically excludes insurance cover for risks associated with the use of inflatables, such as 'bouncy castles'. This exclusion includes both indoor and outdoor inflatables.

### **LIABILITY – WHEN IT ALL GOES WRONG!**

12. Remember, if you are holding an event or party, you are responsible for the insurance and health and safety aspects, statutory requirements etc, for your function. Particular attention should be paid to your uninsured risks associated with inflatables.

### **BOOKING PAYMENT & CANCELLATION**

**13. Bookings must be paid for in full 7 days in advance of your event date(s). Thank you for gift aiding your payment.**

14. Our online booking system does not permit booking cancellation. Cancellation can only be made by email to [seendlrf@gmail.com](mailto:seendlrf@gmail.com), or by calling 01380 828970 (text and voicemail). We will not refund a short-notice cancellation made less than 7 days before the booked event.

### **EXCLUSION**

15. The SLRF Committee of Management reserves the right to exclude use of the facility in the event of anti-social behaviour or misuse.

16. Your reservation acceptance is conditional on your acceptance of these Terms and Conditions.

### **HAVE A GREAT EVENT!**

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 on any aspect of our community's facilities by email, or through our [website's contact page](#).

**Terms and Conditions updated 26<sup>th</sup> July 2023**

**Seend Lye Recreation Field**[www.seendlyefield.org](http://www.seendlyefield.org) email: [seendlr@gmail.com](mailto:seendlr@gmail.com)**BOOKING FORM**

Name and/or Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Mobile Contact number: \_\_\_\_\_

Email address: \_\_\_\_\_ Purpose of booking: \_\_\_\_\_

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 pages 1 and 2 of this form, then sign and date the form where indicated.

We request payment at least 7 days 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 [seendlr@gmail.com](mailto:seendlr@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 (reserved separately) 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 gift-aided 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!**

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