

HUNGERFORD TOWN COUNCIL

The Library Building, Church Street, Hungerford, Berkshire RG17 0JG

Tel: 01488 686195 Email: admin@hungerford-tc.gov.uk

BOOKING FORM

relating to any facility at The Triangle Field,
Priory Road, Hungerford, Berkshire RG17 0AR ('the Field')

Hirer's full name

Name of organisation (if different)

Address

Post Code:

Telephone number

Email

Date(s) of Event

Start and finish times

Nature of event or function

Expected no.
of attendees:

Booking Fees and Facilities Required: *(Please refer to current Hire Charges for fees)*

<i>Please check box(es) to indicate areas and sessions required.</i>	<i>Session</i>			Fee payable
	08:00 – 13:00	13:00 – 18:00	18:00-22.30	
Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
Car Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
Deposit for use of accessible toilet (see point 8. in Conditions of Hire overleaf)				£ 30.00
Total Payable				£

The areas of the field that are available for hire are the white areas within the boundary of the attached plan, **excluding any hatched areas (pitches 1-4)**. Hire of the field includes parking for 5 vehicles in the car park. *The kitchen and hatched areas can be hired separately from Hungerford Rugby Club.*

Please read the Conditions of Hire overleaf and then sign below to confirm that you have accepted them all. Return a copy of the completed form to the address set out above or send by email attachment. An invoice will then be raised and sent to you for payment. **Please pay by return to confirm your booking.**

Signed: _____

Date: _____

CONDITIONS OF HIRE

relating to any facility at The Triangle Field, Priory Road, Hungerford, Berkshire RG17 0HR ('the Field')

1 Unless otherwise agreed in writing, all hire charges detailed overleaf must be paid by the Hirer to Hungerford Town Council ('HTC') in advance on confirmation of booking.

2 In the event of cancellation of the event or function by the Hirer less than four weeks prior to the date of the event stated overleaf, no refund will be made save at HTC's discretion. In all other cases the booking fee will be refunded to the Hirer within 14 days after the date of cancellation after deduction of an administration fee of £10.

3 All legal requirements applicable to the event or function must be complied with including all Health and Safety requirements and all fire and other emergency procedures.

4 All necessary licenses and permissions must be obtained and complied with e.g. for the sale of alcohol or in respect of any event or function to which members of the general public may be admitted on payment of an entry or admission fee. Full details of any such licences and permissions must be provided to HTC prior to the date of the event.

5 No vehicles are allowed onto the Field without the prior agreement of HTC.

6 Overnight camping on the Field is not permitted.

7 Hire of the field includes permission for 5 vehicles to be parked in the car park. If additional parking spaces are required the car park must be booked separately, subject to availability.

8 Hire of the field includes use of the accessible toilet. **Cleaning of the toilet will be the responsibility of the hirer.** A deposit of £30 will be a charged which will be refundable within 14 days following date of the event, provided the toilet is left in a clean condition.

The Hirer must arrange at its own expense adequate public liability insurance and must provide details of such insurance no later than 14 days prior to the date of the event or function. The only exception and subject to prior agreement with HTC, is for one off personal bookings for parties or similar.

9 Noise must be kept to a reasonable level and all persons attending the event or function must not trespass onto any adjacent property or act in any manner that may inconvenience neighbours or those attending any other events or functions taking place elsewhere on the Field. Entry and exit points and must be kept clear of obstruction at all times.

10 The Field must be vacated by the end of the hire period and left in a clean and tidy condition. The Hirer will be responsible for all damage howsoever caused to the Field. All litter and rubbish generated during the hire period must be removed from the Field prior to the end of the hire.

11 HTC reserves the right to cancel the hire at its discretion should there appear to be any significant likelihood that any of these conditions will not be complied with. Following such cancellation, the hire fees paid will be refunded after deduction of an administration fee of £10.

12. Any accidents should be reported to HTC office on 01488 686195 as soon as possible.

13. No dogs allowed.

14. Barbeques are not permitted without the prior consent of HTC.

