



## PAVILION MULTI USER POLICY 16<sup>th</sup> October 2017

1. Fleet Town Council is responsible for four pavilions located in the following Fleet parks:

Ancells Farm  
Basingbourne  
Calthorpe  
Oakley Park

This document outlines the approach that the Town Council wishes to adopt in relation to the use and maintenance of these community facilities. Fleet Town Council has resolved to develop the pavilions as multi-purpose community facilities not solely for changing rooms associated with sporting activity.

2. The Town Council wishes the pavilions to be used by any organisation or group demonstrating a benefit to the community. No single hirer will be granted sole occupancy of any of the pavilions. On occasions, more than one hirer may be granted use of a pavilion.
3. Any hirer shall be required to demonstrate an initial and ongoing commitment to community engagement and social inclusion to the reasonable satisfaction of the Town Council.
4. Use of the pavilions can include, but shall not be limited to :
  - changing facilities for sport
  - meeting rooms
  - educational purposes
  - serving of refreshments
  - Short term storage only for events for users.

Final acceptance of what constitutes acceptable use shall be at the sole discretion of the Council

5. Fleet Town Council will be responsible for registering the relevant pavilion for VAT and for dealing with the related legislative obligations. Fleet Town Council shall undertake an annual rent review. The declared hire rates shall be effective from 1<sup>st</sup> April each year. The declared rates shall be all inclusive of electricity, gas and water charges.

6. For commercial and community hirers the rate shall be inclusive of VAT, unless the pavilion is provided as part of a pitch hire package at no charge, where exemption rates apply to pitches. In some cases, alternative pavilion usage arrangements may be made at the discretion of the Council where charges will be levied for utilities utilization.
7. All hirers shall be responsible for keeping the pavilions in a good state of cleanliness and repair. Fleet Town Council may, by agreement with individual hirers, undertake regular cleaning of the pavilion.
8. Fleet Town Council will be responsible for providing fire extinguishers and also ensuring that fire, water, gas and electricity checks are undertaken at regular intervals.
9. Hirers shall not be permitted to make any internal and external alterations to the pavilions without the prior written permission of the Town Council
10. Hirers shall ensure their activities do not cause undue disturbance to the neighbours or adjacent properties.
11. Hirers will be responsible for insuring the pavilions against the normal risks associated with their activities and against public liability claims as a result of their activities. Hirers shall provide proof of this insurance to Fleet Town Council.
12. Subject to first obtaining any necessary consent from the Town Council, hirers may be permitted to put up signs on the outside of the pavilion that they wish to hire
13. In the event of a breach of any of the above conditions, Fleet Town Council shall serve notice of the breach on the relevant hirer and shall allow the hirer a reasonable period of time within which to remedy the breach (provided such breach is capable of remedy). Persistent infringement of any of the conditions will result in a termination of the hire agreement.