



# Pavilion Multi User Policy

Policy & Finance Committee Approved: 16 October 2017  
Last Reviewed: April 2026  
Due for next Review: April 2029

## 1. Policy Statement

Fleet Town Council is responsible for the management of the pavilions located at:

- Ancells Farm
- Basingbourne Park
- Calthorpe Park
- Oakley Park

The Council is committed to operating these pavilions as inclusive, multi-purpose community facilities that support sporting, recreational, educational and community activity.

The pavilions are not intended for exclusive occupation by a single organisation unless formally agreed by the Council under a separate legal arrangement.

## 2. Scope

This policy applies to:

- All hirers and users of Council pavilions
- All officers responsible for managing pavilion bookings and compliance

It does not override any specific lease, licence, or formal legal agreement approved by the Council.

## 3. Acceptable Use

Pavilions may be used for (but not limited to):

- Sports changing facilities
- Community meetings
- Educational activities
- Refreshments connected to authorised activities
- Short-term storage for events (by prior agreement only)

The Council reserves the right to determine whether proposed use is appropriate and in the public interest.

Use must not:

- Cause nuisance or disturbance to neighbours
- Breach planning, licensing or safeguarding requirements
- Create unacceptable health and safety risks

#### **4. Booking and Allocation**

- All use must be subject to a formal hire agreement or booking confirmation.
- No hirer shall have sole occupancy unless approved by formal Council resolution.
- Where operationally appropriate, multiple hirers may share pavilion space.
- Long-term or seasonal arrangements will be reviewed periodically.

The Executive Officer (or delegated officer) is authorised to manage bookings in accordance with this policy.

#### **5. Charges and VAT**

- Hire rates will be reviewed annually.
- New rates will take effect from 1 April each year.
- Charges will normally be inclusive of reasonable use of utilities (electricity, gas and water). The Council reserves the right to recover additional costs where usage is excessive, unless otherwise agreed.
- VAT will be applied in accordance with current HMRC guidance.

Alternative charging arrangements (e.g. where bundled with pitch hire) may be approved in accordance with financial regulations.

#### **6. Insurance Requirements**

All hirers must:

- Hold valid public liability insurance appropriate to their activity (normally a minimum of £5 million cover unless otherwise specified by the Council).
- Provide proof of insurance prior to hire and on renewal.
- Ensure their activities are properly risk assessed.

Any equipment, materials or other property brought into or left within a pavilion by a hirer remains entirely at the hirer's own risk.

Fleet Town Council's building and contents insurance does not extend to hirers' equipment or property. Hirers are responsible for arranging adequate insurance cover for their own equipment, including any items stored on a short-term basis.

Failure to provide appropriate insurance documentation may result in refusal or cancellation of hire.

#### **7. Health and Safety**

Hirers must:

- Comply with all health and safety legislation
- Keep facilities clean and in good order
- Report defects promptly
- Not obstruct fire exits or safety equipment
- Ensure safeguarding measures are in place where working with children or vulnerable adults

#### **8. Alterations and Signage**

Hirers must not:

- Make internal or external alterations

- Install fixtures
  - Display permanent signage
- without prior written consent from the Council.

Temporary signage may be permitted subject to approval and planning requirements.

## **9. Cleanliness and Maintenance**

Hirers are responsible for leaving the pavilion in a clean and tidy condition after use.

Damage beyond fair wear and tear may result in recharge to the hirer.

## **10. Breach of Conditions**

Where a breach occurs:

1. The Council will notify the hirer in writing.
2. A reasonable period will be allowed to remedy the breach (where capable of remedy).
3. Persistent or serious breaches may result in immediate termination of hire.

The Council reserves the right to cancel bookings where continued use presents legal, safety or reputational risk.

## **13. Related Documents**

- Hire Agreement Terms and Conditions
- Safeguarding Policy
- Health and Safety Policy