



Mapledurham Pavilion Hall

Upper Woodcote Road, Reading. RG4 7LB

Information pack for hiring the centre

Contents:

- Facility hire contract
- Facility hire information & charges
- Conditions of hire
- Parks facility letting conditions
- Fire procedures, instructions & contacts
- Emergency contacts
- Floor plan of the facility

Email: Reading.play@reading.gov.uk



Reading
Borough Council
Working better with you

Dear Hirer,

Thank you for your enquiry regarding the use of the hall at Mapledurham Pavilion.

Please find enclosed a Contract for Hire form for you to complete. For individual events a deposit is required. The contract for Hire form sets out the Conditions of Hire for these premises. Once complete, please return the hire form to me either electronically via email: Reading.play@reading.gov.uk or in hard copy to Prospect Park Pavilion, Liebenrood Rd, Reading RG30 2ND, together with your deposit of £100.00.

To guarantee your booking, please ensure the forms and deposit is returned to our office at least one week prior to the start/date of your booking.

Please read the enclosed documents carefully and if you have any queries relating to the contents or conditions of hire, do not hesitate to contact us (See contact details below).

Please note the conditions regarding the consumption of alcohol:
Parks facilities do not have a license for the sale of alcohol. If as a hirer you wish to sell alcohol on the premises, you may apply for a temporary events notice, 10 clear working days before the date of the event. Applications should be submitted to Reading Borough Council licensing department. All applicable costs are to be met by the applicant. Further information can be found by visiting: <http://www.reading.gov.uk/ten>

In entering in to this agreement, you are required to ensure that all relevant legislation in respect of the supply and consumption of alcohol is adhered to.

Your deposit will be held by the Council until after the completion of your booking and confirmation from staff, that you have left the building in the condition as hired and that your use complied with the terms as set out in the Letting Agreement Form.

The hire fee for the use of the facility will be invoiced to the address provided upon your booking form and each invoice received must be paid within 14 days of receipt. If the hire is a one off (not forming part of a regular booking), the deposit plus full payment, must be received one week prior to the date of use.

Yours sincerely,

Luke Lloyd
Programme Manager
Prospect Park Pavilion, Liebenrood Rd, Reading RG30 2ND
Leisure & Recreation Service

Email: Reading.play@reading.gov.uk

Facility Hire Information & Charges

Fees & Charges from 1st June 2022

The fee for your requested use will be confirmed upon initial enquiry or receipt of your completed application form.

Private Bookings:	Main hall: 1 hour	£28.30
	Main hall: 2-4 hours	£56.60 and £14.15 per hour there after
	Meeting room	£9.45 per hour
	Add Kitchen	£14.15 for booking period (not hourly)
	kitchen	£14.15 per hour

Community Bookings:	Main hall: 1 hour	£14.15
	Main hall: 2-4 hours	£28.30 and £7.10 per hour there after
	Meeting room	£4.70 per hour
	Add kitchen	£14.15 for booking period (not hourly)
	Kitchen	£14.15 per hour

Additional Charges:

- All bookings are subject to £100 deposit.
- Some bookings will be subject to an additional charge of 10.6% of total hire cost to cover Public Liability Insurance.

Access to the Pavilion:

- You will be responsible for opening the property and ensuring its security for the duration of hire. You must also ensure that it is adequately secured at the end of your hire.

Once your booking is confirmed, contact Reading Play Service 48 hours before your booking, to arrange access. Please email: reading.play@reading.gov.uk



Email: Reading.play@reading.gov.uk

Email: Reading.play@reading.gov.uk

Conditions Of Hire

1. To hire and use the said accommodation/equipment in accordance with the Council's lettings policy and conditions and charges which I confirm that I have seen and read.
2. That the Service may at its discretion demand full payment of its charges or part thereof in advance.
3. That I have read, understood and shall observe and fulfill all of the following Conditions:
 - a) I agree that all requirements relevant to the letting will be complied with including obtaining any necessary license (e.g. for the sale of intoxicating liquor) and that all personnel employed by the hirer or involved in the activity concerned will be advised of these conditions.
 - b) 48 hours notice is required in the event of the need to cancel a booking. If due notice is not given I will be required to pay the full hire charge.
 - c) VAT may be applicable in certain circumstances and for certain lettings. I have enquired at the time of booking whether VAT is payable.
 - d) I will ensure that a responsible person will be present on the premises at all times during the period for the letting.
 - e) I accept full responsibility for any damage to or theft from the Borough Council's property occurring during the period for which the premises are hired.
 - f) Reading Borough Council accept no responsibility whatsoever and howsoever caused, for the loss of personal property brought into or left in the premises during the letting.
 - g) If I discover a hazard in regard to the facility used. I shall take action to make the Reading Borough Council representative aware of the hazard.
 - h) I agree that no equipment will be used without the prior approval of the Leisure & Recreation service representative, as the case may be, and that the installation of my equipment will be carried out by competent personnel.
 - i) I accept that I should familiarise myself with the position of, escape routes, fire alarms and fire fighting equipment. Notices regarding the procedures in relation to action in the event of the fire will also be studied and the information passed on by me to the users and any other person concerned.
 - j) I shall indemnify Reading Borough Council against all claims, costs, demands, expenses, actions or liabilities howsoever caused, arising from the use of the premises apart from claims and actions arising through the negligence of Reading Borough Council, its servants or agents or its governing body.
 - k) When using the facility for food preparation, I must first obtain consent from the Leisure & Recreation Service. Should consent be granted the person cooking must provide evidence of a current Food Hygiene Certificate to the Borough Council.
 - l) I further agree to effect Third party insurance against any legal liability for loss, damage, demand or proceedings whatsoever, arising under any statute or at common law for damage to property, which shall include the hired premises, or personal injury or death of any person whatsoever, caused during or by circumstances arising from, related to or connected with the hire of the premises on the following basis: -
 - m) accidental bodily injury including death to third parties and further in respect of damage to their property - Not less than £5 million;
 - i) Accidental bodily injury including death to third parties and further in respect of damage to their property - Not less than £5 million;
 - ii) Accidental damage caused by fire to the premises on hire - £5 million
 - iii) Accidental damage caused to the premises on hire other than fire-£10,000
 - n) In accordance with Paragraph 1, I agree to pay an additional insurance premium of 10.60% as a casual hirer. Where the hire does not form part of a regular hire, i.e. on a weekly or monthly basis then a minimum charge of £2.60 will apply. (This fee is not applicable for sports use of changing rooms only)
 - o) As a regular hirer, I agree to demonstrate that my own insurance cover satisfies the specified conditions.

Parks Facility Letting Conditions

1. The hirer must be at least 21 years of age, evidence of age may be required. All activities must be concluded, and music/entertainment finished and switched off by 11pm at the latest. All guests must have left the site by 11.30pm at the latest. The pavilion building must be vacated fully and locked by midnight.
2. At no time should the Hirer leave the facility unattended. The Hirer is responsible for security and must remain on the premises for the duration of the letting.
3. No nails, tacks, screws, adhesives or similar, shall be fixed to the walls, floors, ceilings or any other fixtures/fittings. The Hirer shall not tamper with any of the heating or lighting systems of the facility.
4. In the event that a building defect of any kind is discovered between Monday to Friday (9am-5pm) then please email: Reading.play@reading.gov.uk OR contact Reading Borough Council out of hours on 0118 937 3737 asking for Leisure & Recreation on call to remedy. Do not attempt (or allow others to attempt) any repair.
5. Noise:
 - 5.1 Hirers are requested to keep the noise, especially of live and recorded music at a reasonable level in order to avoid disturbing nearby residents.
 - 5.2 On vacating the facility, Hirers are requested to keep the noise level to a minimum.
6. Safety:
 - 6.1 Please note that all Parks Buildings are NON-SMOKING.
 - 6.2 Fire Precautions: The fire assembly point is the far side of the car park adjacent to the main building. The Emergency Exits are as identified on the attached plan. These must remain clear and accessible whilst the facility is in use. Fire exit (both internal and external) are signed.
 - 6.3 Fire Extinguishers: Fire extinguishers are located at various points within the building.
 - 6.4 Fire Evacuation: Instruction on what to do in the event of a fire is attached to this document and displayed at the main entrance. It is your responsibility to ensure that you are familiarised with this.
7. The facility should be left in the condition in which it was found; e.g. the toilets should be left clean and tidy. In the event of sports hire, it is accepted that there may be a level of mud deposited within the building that the Council will be required to cleanse. All waste - drinks cartons, bottles and food wrappers must be removed by the facility hirer. Failure to leave the building in a reasonable condition may result in the loss of your deposit.
8. If, in the opinion of the Management, infringements of the above conditions have taken place, return of the Hirers deposit may be withheld and future lettings reviewed at the absolute discretion of the Leisure & Recreation Service.
9. The conditions of Hire should be read together with the Reading Borough Council's Letting Agreement and in the event of any conflict between the two, then the provisions of the Reading Borough Council's Letting Agreement shall take precedence to the Conditions of Hire.
10. Where required we may ask for evidence that staff have been DBS checked.

I understand and agree to abide by the Conditions of Hire. I understand that the deposit is to be against any damage or inconvenience caused during the period covered by the letting. If no damage or inconvenience is reported and the booking is not cancelled then the deposit will be returned within 14 days of the booking.

Signature of hirer (Where hirer is an individual):

Date:

Name:

Telephone number:

Fire procedures, Instructions and Contacts

- **Raise the alarm** by using the break glass points or by verbally alerting all occupants in a raised voice.
- **Telephone the Fire Brigade** giving the address below. Please note that no telephone is available at the facility - your appointed representative must be equipped with and use a mobile phone, informing the Emergency Services of the name of the person in charge onsite.
- **Evacuate the building** to the fire assembly point on the far side of the car park adjacent to the main building.
- **Alert Reading Borough Council** by emailing Reading.play@reading.gov.uk OR out of hours on 0118 937 3737 to report the issue.
- The responsible party will check all areas and leave the building quickly without running. It is the responsibility of the hirer to retain a register of those persons present on site.
- The responsible party will meet other members at the fire assembly point and check register.
- Report to the responsible party/person in charge when you assemble in the car park. It is the responsibility of that person to ensure that all members/users are present.
- **DO NOT ATTEMPT TO FIGHT FIRE ON YOUR OWN.**
- **DO NOT STOP FOR BELONGINGS.**
- **DO NOT RE-ENTER THE BUILDING UNTIL GIVEN THE ALL CLEAR.**

It is in your own interest to study this notice, know what to do in the event of a fire and how to use the fire appliances. It is also in your interest to be aware of all the means of escape in case of fire and to avoid obstruction of the escape routes at all times.

Mapledurham Pavilion
Upper Woodcote Road
Caversham
Reading
RG4 7LB



Email: Reading.play@reading.gov.uk

Emergency Contacts

Reading Borough Council
Emergency Telephone Number:
0118 937 3737

The above telephone number should be used to report any problems relating to the safe use of the facility. Please ask for Leisure & Recreation Service on call.

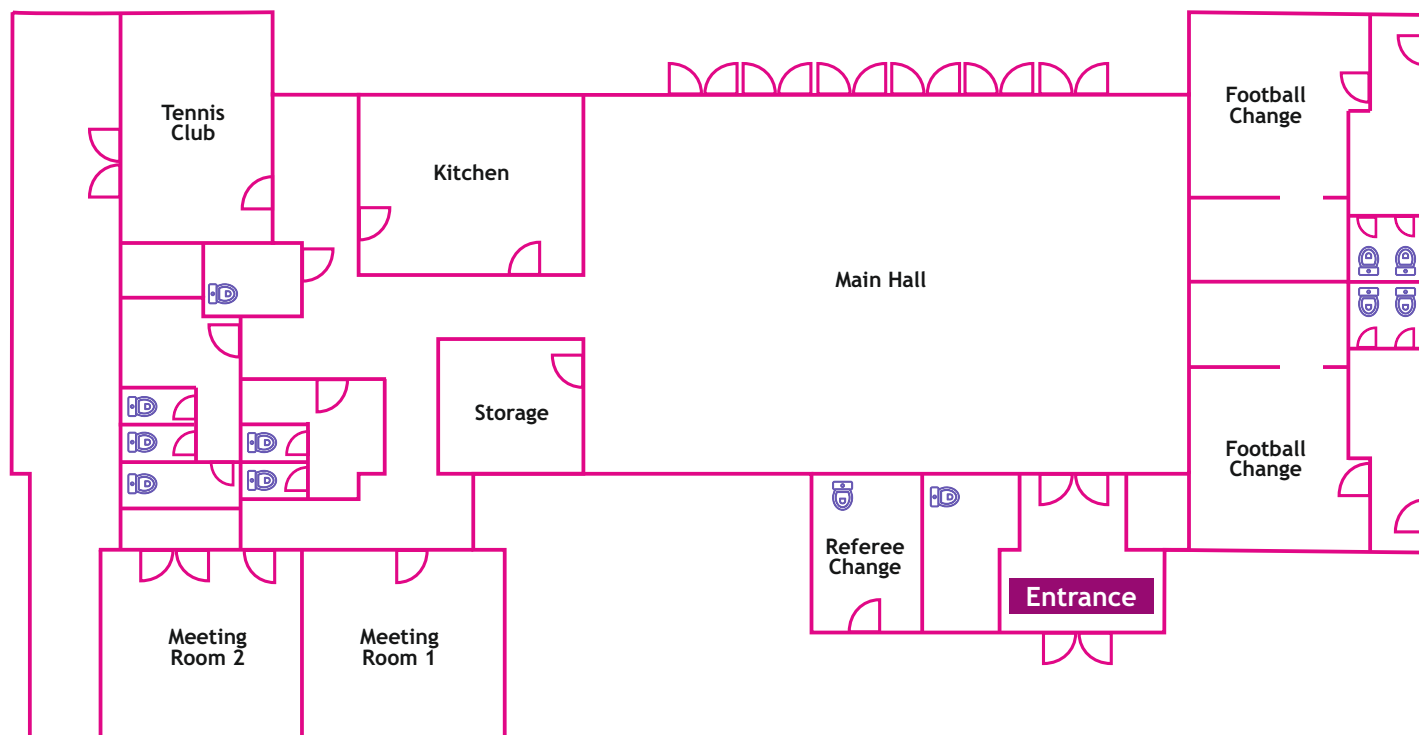
General Enquiries

If you have a general query please
Email: Reading.play@reading.gov.uk



Email: Reading.play@reading.gov.uk

Mapledurham Pavilion Floor Plan



Key:

 Toilet



Email: Reading.play@reading.gov.uk