

# GRUNDISBURGH PLAYING FIELD AND PAVILION

**Registered Charity No: 304755**

**Document Name:** Hire Agreement

**Document Location:** *Grundisburgh Playing Field website*

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## Glossary

Abbreviation	Description
GPFMC	Grundisburgh Playing Field Management Committee
RIDDOR	Reporting of Injuries, Diseases, & Dangerous Occurrences Regulations 2013
HSP	Health and Safety Policy

## Version History

Version	Date	Description
1.0	12/11/2025	Original version adapted from Grundisburgh Village Hall (with permission)
1.1	23/03/2025	Updated postcode

## HIRE AGREEMENT

Between **Grundisburgh Playing Field Management Committee (GPFMC)**, and the **person/hirer or organisation hiring the Area as shown on the Booking Form.**

**AGREED** as follows:

1. Throughout this Agreement:
  - “We” and “us” mean and include the Grundisburgh Playing Field Trustees (“the Grundisburgh Playing Field Management Committee”), volunteers, agents and invitees. “Our” is to be construed accordingly.
  - The person or organisation named on the Booking Form is referred to as “you” or the Hirer. “Your” is to be construed accordingly. “You” also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees.
  - Where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the GPFMC Bookings Secretary or, if not available, the Chair of the Trustees.
2. In consideration of the Hire Fee described in the booking arrangements, we agree to permit you to use the Hired Premises for the purpose and period described on the Booking Form.
3. **This Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any).**
4. **Hirer:** As named on the Booking Form
5. **Address, telephone and email of Hirer:** as entered on the Booking Form
6. **Date(s) and times required allowing for set up and clearing up:** As entered on the Booking Form.

*Please be aware that the Opening Hours are from 8am to 12 midnight, Monday to Saturday and 8am to 11pm, Sunday.*

7. **Hire Fee and Deposit:** As detailed on the Hire Charges card

***Payable on booking with the exception of wedding receptions for which 50% of the hire charge plus the refundable deposit are payable on booking, the balance being due 4 months prior to the occasion. Bookings are not confirmed until payment has been received. The GPFMC reserves the right to cancel any bookings for which payment is not made within 7 days of acceptance and, in any event, prior to the date of the booking.***

**8. Premises and Facilities:** As specified on the Booking Form and selected from

Premises:

- Pavilion
- Main pitch
- Floodlit training area.
- Second pitch
- Field Area near Scout Hut
- Field Area on ex cycle track.

**9. Purpose / Description of Hiring:** As detailed on the Booking Form

- 10.** You agree not to exceed the maximum permitted number of people in the Pavilion including the organisers/performers: 55 with furniture and 183 with all furniture (including tables & chairs) removed and stored in the side alcoves.
- 11.** The Pavilion **does not have** a Premises Licence and thus regulated entertainment, including the performance of live or recorded music, is only permitted during the hours 8am – 11pm.
- 12.** None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.
- 13. The Hirer shall be solely responsible for obtaining all necessary licences and permissions for their activity, undertaking any appropriate risk assessments, holding adequate insurance (including public liability), and, in the case of club hirers, maintaining all relevant policies.**

## STANDARD CONDITIONS OF HIRE

If the Hirer is in any doubt as to the meaning of any of the conditions, the GPFMC Booking Secretary or the Trustees (hereafter referred to as the management committee), should be consulted.

1. **Noise.** The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall comply with any other licensing conditions for the premises, specifically that amplified music must cease at 11:00pm. Additionally, when amplified music or a live band is playing doors and windows must be kept closed after 10.00pm.

For the avoidance of doubt, it should be noted that amplified music and live bands are only permitted INSIDE the pavilion and loudspeakers must not be positioned within the premises so as to deliberately project music outside.

Failure to comply with these restrictions may result in retention of all or part of your deposit.

2. **Age.** The Hirer, being a person of 18 years of age or over, hereby accepts responsibility for being in charge of and on the premises during the period of hire, and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.
3. **Supervision.** The Hirer shall, during the period of hire, be responsible for
  - a. supervision of the premises, the fabric, the contents
  - b. supervision of car parking so as to avoid obstruction
  - c. care of the premises, safety from damage however slight or change of any sort; and
  - d. the safety and behaviour of all persons using the premises whatever their capacity

As directed by the management committee, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

4. **Use of Premises.** The Hirer shall not use the premises (including the car park) for any purpose other than that described in the Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way. The Hirer shall not do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises.
5. **Insurance and Indemnity:**
  - (i) The Hirer shall be liable for:
    - a) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents
    - b) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment), and

- c) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises, and subject to sub-clause (ii), you must indemnify us against such liabilities.
- (ii) We will take out adequate insurance to insure the liabilities described in sub-clauses (a) and b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in subclauses (i)c) and d) above. We will claim on our insurance for any liability you incur but you must indemnify us against:
- a) any insurance excess incurred and
  - b) the difference between the amount of the liability and the monies we receive under the insurance policy.
- (iii) Where we do not insure the liabilities described in sub-clauses (i)c) and d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our GPFMC. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.
- (iv) We are insured against any claims arising out of our own negligence.
- (v) Bouncy castles: Please note that it is mandatory for hirers to have a Risk Assessment when using Bouncy Castles or similar equipment, whether inside the pavilion or outside on the playing field. Public liability Insurance cover when using a privately hired bouncy castle or similar activity equipment is NOT covered by the Pavilion's insurance and if required must be taken out separately by hirers.
6. **Gaming, Betting and Lotteries.** The Hirer shall ensure that nothing is done on, or in relation, to the premises in contravention of the law relating to gaming, betting, and lotteries.
7. **Music Licence.** The GPFMC maintains a Music Licence permitting the playing of recorded music and/or the performance of live music.
8. **Films.** Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.
9. **Children Act - Safeguarding children, young people and vulnerable adults.** The Hirer shall ensure that any activities for children comply with relevant legislations and that only suitable persons have access to the children and the safeguarding vulnerable people in accordance with NSPCC guidelines. Except for private parties, where events are provided for children, the Hirer shall have a valid certificate from the Disclosure and Barring Service (DBS) and the Hirer shall take full responsibility for any other persons engaged to look after children. The Hirer shall provide the management committee with a copy of their DBS certificate and Child Protection Policy on request. There shall be a minimum of two competent persons over 18 years of age to supervise all children's events. Children are not allowed in the Pavilion unaccompanied. Where the event is for children under the age of 18 years, there shall be additional adult supervision as follows:
- Aged 0 - 2 years: 1 adult to 3 children
  - Aged 2 - 3 years: 1 adult to 4 children
  - Aged 4 - 8 years: 1 adult to 6 children

- Aged 9 - 12 years: 1 adult to 8 children
  - Aged 13 - 18 years: 1 adult to 10 children.
10. **Public Safety Compliance.** The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and the Pavilion’s Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The Hirer shall also comply with the Pavilion’s Health and Safety Policy which can be viewed on the website.
11. **Fire.** The Hirer acknowledges that they have received and read the Emergency Evacuation Plan (EEP), attached as Appendix A, and understand:
- The action to be taken in event of fire. This includes calling the Fire Service to any outbreak of fire, however slight and evacuating the pavilion.
  - The location and use of fire equipment.
  - Escape routes and the need to keep them clear.
  - Method of operation of escape door fastenings.
  - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
  - Location of the first aid box.

In advance of any activity whether regulated entertainment or not you must check the following items:

- That all fire exits are unlocked and panic bolts are in good working order.
  - That all escape routes are free of obstruction and can be safely used for instant free public exit.
  - That any fire doors are not wedged open.
  - That exit signs are illuminated.
  - That a Personal Emergency Evacuation Plan (PEEP) has been completed for and with all attendees who require assistance in order to evacuate the premises. (The PEEP form is attached to the EEP below; additional copies are kept in the Fire Documents Pouch).
  - That there are no fire-hazards on the premises.
12. **Drunk and Disorderly Behaviour and Supply of illegal Drugs.** The Hirer shall ensure that to avoid disturbing neighbours to the Pavilion and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted, either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way, will be asked to leave the premises.
13. **Food, Health and Hygiene.** The Hirer and any User such as contractors shall, if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations. Dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations.
14. **Stored Equipment.** The GPFMC accepts no responsibility for any stored equipment or other property brought onto or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring.

15. **Smoking Prohibited.** The Hirer shall ensure compliance with the prohibition of smoking in public places. Any person who breaches this provision must be asked to leave the premises.
16. **Accidents and Dangerous Occurrences.** The Hirer must report all accidents involving injury to a member of the management committee as soon as possible and complete the relevant section in the Pavilion's Incident Book. Certain types of accident or injury must be reported on a special form to the local authority. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). A First Aid box is located in the kitchen.
17. **Explosives and Flammable Substances** The Hirer shall ensure that highly flammable substances are not brought into or used in any part of the premises and that no internal decorations of a combustible nature shall be erected without the consent of the management committee.
18. **Heating.** The heating system **must not** be adjusted by the Hirer and no external heating appliances are to be brought into the Pavilion.
19. **Animals.** The Hirer shall ensure that no animals (including birds) except Guide Dogs are brought into the premises, other than for a special event agreed to by the management committee. No animals whatsoever are to enter the kitchen at any time.
20. **Fly Posting.** The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the management committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.
21. **Sale of goods.** The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales.
22. **Cancellation.** Any return of Hire Charges paid in advance is at the discretion of the Management Committee and subject to a cancellation fee. Any Refundable Deposit paid in advance will be returned.

The GPFMC reserves the right to cancel this hiring by written notice to the Hirer in the event of:

(a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election

(b) the GPFMC reasonably considering that

(i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or

(ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring

(c) the premises becoming unfit for the use intended by the Hirer

(d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters. In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the GPFMC shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

23. **Car Parking.** A large Car Park with a capacity for 40 cars is situated at the front of the Pavilion, which may only be used by those who have legitimate access. Drivers will park 'At their Own

Risk' and there will be no overnight parking other than by prior arrangement (for example, for weddings or private parties). The Playing Field is **NOT** to be used for overflow parking without prior approval of the GPFMC.

24. **Electrical Appliance Safety.** The Hirer and any User (including sub-contractors) shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, Portable Appliance Tested (PAT), in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations.
25. **Security.** When closing the Pavilion, all non-security lights are to be turned off and doors/windows closed and locked. In the event of an emergency, including any break-in, the matter is to be reported to the emergency services, as well as the management committee.
26. **Alcohol.** The sale of alcohol in any form (including when included in the ticket price for an event) is not permitted unless a Temporary Event Notice has been obtained from East Suffolk Council in advance of the event. However, alcohol may be consumed at private events where not sold. In all cases, alcohol must only be consumed by those over 18 and in accordance with stipulated measures under the licencing rules.
27. **Opening and Closing the Pavilion.** Arrangements for access to the Pavilion will be made shortly before your hire; please contact the Booking Secretary a few days before the event. Also ensure that any outside caterers, contractors, and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period. Guests are expected to vacate the premises within fifteen minutes of the end of a booked hire period; all guests must, in any event, vacate the Pavilion by midnight. Failure to comply with this may result in forfeiture of all or part of your deposit.
28. **Consideration for Others.** Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the Car Park are a disturbance for nearby residents.
29. **Cleaning and rubbish.** Please leave the Hired Premises clean and tidy. We ask you to ensure tabletops are wiped clean before being stacked and floors are swept. You must remove all rubbish & recycling and take it away with you when you leave; failure to do so may result in forfeiture of all or part of your deposit. Please see Appendix B - End of Hire Checklist for full details of your responsibilities in this respect.
30. **Faults and Damage.** Please report any faults, failure of equipment belonging to the Premises or damage to the Booking Secretary as soon as possible so that they can be rectified quickly.
31. **End of Hire.** The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise, in accordance with Appendix B: End of Hire Checklist. This also includes replacing in their original positions any contents or property temporarily removed otherwise an additional charge may be deducted from the deposit.
32. **No Alterations.** No alterations or additions may be made to the premises, nor may any fixtures be installed, or placards, decorations or other articles be attached in any way to any part of the premises without the prior approval of the management committee. If items need to be displayed on walls and other surfaces, these are only to be attached to the fitted hooks. You must not use Drawing Pins, Tape, Blu-Tack, or any other method to attach items.
33. **No Rights.** The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

34. **Comments.** The management committee welcome comments or observations that you may have about your hire of the Pavilion.

## APPENDIX A: FIRE EMERGENCY EVACUATION PLAN

### Event leaders must:

- familiarise themselves with this Fire Emergency Evacuation Plan, assume responsibility for its implementation and, if appropriate, appoint a number of subordinates to help in the event of a fire
- familiarise themselves and any subordinates with the location of fire exits, fire control points, fire extinguishers and escape routes, prior to the event
- ensure that Personal Emergency Evacuation Plans are put in place for anyone who may require assistance to evacuate the pavilion

**The following action should be taken by anyone discovering a fire.**

**Operate the nearest alarm call point.** If this is not possible, shout FIRE! to alert others. The fire alarm should be raised no matter how small the fire is. If you see or smell smoke, or suspect any chance that a fire is occurring, do not investigate, just raise the alarm.

**Leave the building via the nearest Fire Exit.** Do not stop to collect belongings.

**Go to the Assembly Point** – located in the car park and wait in a quiet and orderly manner, so you can hear instructions. Do not re-enter the building unless told it is safe to do so by a Fire Officer or the event leader.

**Call the Fire and Rescue Service by telephoning 999** stating the premises address (postcode is essential), the location of the fire, and any persons known to be unaccounted for, injured, or missing. **Ensure this call has been made!**

### The address is:

**Grundisburgh Pavilion,  
Ipswich Road, Grundisburgh,  
IP13 6TJ**

**Fire Extinguishers.** Do not attempt to fight the fire unless the fire is small and you have been trained in the safe use of extinguishers, and are confident in taking action. NEVER PUT YOURSELF AT RISK, always ensure that your back is to the exit, and that your exit route is clear. Never use more than one extinguisher.

### Action to be taken by event leaders

Event leaders and any nominated subordinates have responsibility for assisting with safe evacuation in an orderly way, remaining calm, and without panic. They should check that anyone covered by a PEEP is being evacuated safely, and then carry out a methodical sweep of the building, while always working toward the fire exit, closing doors behind them as they leave, and ensuring the premises is clear. The sweep must include all rooms and toilets in their area.

They must not risk their own personal safety at any time, and sweeps should take no longer than one minute to complete. They must then go to the assembly point and report their findings to the event leader at the Assembly Point.

The event leader should then meet the arriving emergency services, and report the location of the fire, any persons unaccounted for, and advise of any known significant hazards.

At no point should any vehicle movement be permitted, except to clear the way for the emergency services.

Silencing of the alarms is not a signal to re-enter the premises and no person must re-enter the building until told that it is safe to do so by a Fire Officer, or in the event of a drill, the event leader.

### **Evacuation of the premises of those particularly at risk**

A Personal Emergency Evacuation Plan (PEEP) should be issued for any disabled, impaired, slow moving person, or anyone with special needs where assistance is deemed necessary to ensure their safe evacuation. This includes anyone on crutches, and heavily pregnant women. A temporary PEEP must be implemented for any visitors that fall into this category. A PEEP Form Template is attached below; copies are also kept in the Fire Documents Pouch.

## Personal Emergency Evacuation Plan (PEEP)

To be completed by the Hirer in consultation with the Individual to whom the PEEP pertains.

Name			
Event			
Mobile number			
<b>AWARENESS OF PROCEDURE</b>			
The person named above is informed of a fire evacuation by: (please tick <input type="checkbox"/> relevant box)			
Existing alarm system	<input type="checkbox"/>	Visual alarm system	<input type="checkbox"/>
Pager device	<input type="checkbox"/>	Other (please specify)	
<b>DESIGNATED ASSISTANCE</b>			
The following persons have been designated to give assistance to the person named above to evacuate the building in an emergency:			
Name			
Contact Details (Mobile number)			
Name			
Contact Details (Mobile number)			
<b>METHODS OF ASSISTANCE</b> (eg Transfer procedures, methods of guidance etc)			
<b>EQUIPMENT PROVIDED</b> (including means of communication)			
<b>PERSONALISED EVACUATION PROCEDURE</b> (A step by step account beginning with the first alarm)			
1			
2			
3			
4			
Signed by Hirer			Date
Signed by Individual			Date

## APPENDIX B: End of Hire Checklist

It is the hirer's responsibility to leave the pavilion clean, tidy and in a condition in which it can be hired out again. Cleaning materials are provided for your use. Thank you for helping us to keep our pavilion and playing field beautiful.

<b>Bins *</b>	All rubbish and recycling should be removed from site. PLEASE DO NOT LEAVE ANY RUBBISH IN THE KITCHEN BINS or gain access to the bins outside.
<b>Toilets</b>	Ensure every toilet is flushed. No paper on the floor. No soap dribbles round the sinks. Nappies should be taken away with you – check bin in disabled toilet for nappies please and remove*
<b>Kitchen</b>	Sweep and, if required, mop floor. Clean sink and wipe surfaces. Remove left over food from fridge* Clean cooker and oven if used* Empty water urn and turn off at mains
<b>Pavilion *</b>	Arrange chairs & tables as originally found around room Sweep floor
<b>Locking up *</b>	Check whole building including toilet cubicles are empty. Internal doors closed. Lights off Windows Shut. Front doors locked & bolted. Make sure External kitchen door is locked. Key returned to Key Safe or as briefed

**Please Note.** Unless you have paid for an additional clean all the above items should be completed after your event. Failure to do so will result in a call out charge of £50 and cleaning charges of £25 per hour which will be deducted from your deposit. If you have paid for an additional clean only those items marked with a \* need to be completed, although we would ask that any exceptional mess or spillages are still cleaned up. Thank you.