

Facility Hire Information Pack

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1. Terms & Conditions of Hire

1. DEFINITIONS

- “**Council**” means Gainsborough Town Council.
- “**Hirer**” means the person or organisation named on the booking form.
- “**Facility**” means the room, building, ground, kitchen or other area hired.
- “**Booking**” means the period and purpose approved by the Council.

2. PAYMENT TERMS

2.1 Full payment must be received on receipt of invoice.

2.2 Upon payment, the booking becomes **non-refundable**, except where the Council cancels the booking.

2.3 The Council reserves the right to cancel any booking for which payment has not been received by the due date.

3. BOOKING PERIOD, ACCESS & DEPARTURE

3.1 The hire period is inclusive of **set-up and clear-down** time.

3.2 Access will not be granted before the booked start time.

3.3 The Hirer must vacate the Facility by the end of the booked time.

3.4 Failure to comply will incur additional charges at **£20 per hour plus the room hire fee (or part thereof)**.

4. SECURITY, KEYS & DEPOSITS

(£100 damage/key deposit where applicable)

You must:

- 4.1. Not take copies of any keys
- 4.2. Not pass your keys to any other person or group without the Councils consent
- 4.3. Notify us immediately if keys are lost

4.4 One-Off Bookings

4.4.1 Persistent failure to adhere to booked times may result in future bookings being refused.

4.4.2 Please refer to 4.5.

4.5 Regular or Multi-Day Bookings

4.5.1 Keys must be collected during the time stated on the booking confirmation (09:00–15:00 Monday–Friday).

4.5.2 Hirers must ensure the Facility is fully secured on departure, including:

- Locking all doors and windows
- Resetting alarms
- Turning off lights and taps
- Locking entrance gates (unless other users remain on site)

4.5.3 Keys must be returned **within 48 hours** of the final session.

4.5.4 The Council may retain all or part of the deposit if keys are returned late, lost, or damaged.

4.5.5 Regular users who wish to store equipment on site must obtain prior consent from the Council to do so. All items stored on site will be stored at the risk of the user. The Council will not be responsible for such items and will not get involved in any dispute as to unauthorised use of those items by another user.

5. ALCOHOL

5.1 Alcohol must not be sold or consumed without an appropriate licence (e.g., **Temporary Event Notice**) – please contact West Lindsey District Council's Licensing department for further information.

5.2 Evidence of the licence must be submitted prior to the event.

6. SUBLETTING

6.1 The Hirer must not sublet or assign the booking.

6.2 Any breach will result in the immediate termination of the booking and refusal of future bookings.

7. PERMITTED USE

7.1 The Facility may only be used for the activity stated on the booking form.

7.2 Activities outside the stated purpose are strictly prohibited and may lead to the refusal of future bookings.

8. CLEANING & HOUSEKEEPING

8.1 The Hirer must leave the Facility in a clean and tidy condition.

8.2 Chairs and tables must be returned to designated storage areas.

8.3 All rubbish must be placed in bins provided.

8.4 Floors must be swept if debris has been created.

8.5 The Council may retain part or all of the deposit for failure to clean adequately.

9. KITCHEN USE

9.1 All appliances must be turned off after use.

9.2 Any items placed in the fridge must be removed at the end of the hire.

9.3 Where food is prepared:

- Food must be prepared only in the kitchen
- Surfaces must be cleaned and disinfected before and after use

9.4 Cleaning products used must be supplied by the hirer.

10. ELECTRICAL EQUIPMENT

10.1 Any electrical equipment brought onto the premises must carry a **current PAT test certificate**.

10.2 The Council reserves the right to prohibit the use of untested or unsafe equipment.

11. DAMAGE & BREAKAGES

- 11.1 Any damage must be reported immediately to the Council.
- 11.2 The Hirer is liable for the cost of replacement or repair, except for fair wear and tear.
- 11.3 The Council may retain all or part of the deposit where damage has occurred.

12. SAFETY & RISK MANAGEMENT

- 12.1 For all events other than private parties, the Hirer must provide a **Risk Assessment**, including fire safety and first-aid arrangements, at least **14 days prior** to the event.
- 12.2 Hirers must comply with all health and safety requirements displayed on site.

13. FIRE SAFETY

- 13.1 Hirers must familiarise themselves with the fire evacuation procedures located within the building.
- 13.2 Fire exits must remain clear and unobstructed at all times.
- 13.3 No smoking or use of e-cigarettes inside the buildings.
- 13.4 No naked flames within the buildings.
- 13.5 No flammable gases (i.e. propane) allowed within the buildings.

14. FIRST AID

- 14.1 The Hirer is responsible for ensuring first-aid provision appropriate to their event.
- 14.2 Where a defibrillator is present, location details will be provided
 - Marshalls Sports Ground - to the right of the main door.
- 14.3 The cabinet code will be supplied via **999** in an emergency.

15. LICENSABLE ACTIVITIES & MUSIC

- 15.1 The Premises Licence (where applicable) is displayed on site.
- 15.2 Activities permitted under the licence include performances of plays, indoor sports, music, dance, and associated facilities during:
 - **09:00–23:30 Monday–Saturday**
 - **09:00–22:30 Sunday**
- 15.3 The Council does not hold a PPL/PRS licence.
- 15.4 Hirers must obtain their own licence if playing live or recorded music.
- 15.5 Late-night refreshment is permitted 23:00–23:30 Monday–Saturday only.

16. NOISE CONTROL

- 16.1 All amplified sound, music and dancing must cease by **23:30**.
- 16.2 A further 30minutes may be used for quiet cleaning only.
- 16.3 The Hirer must ensure all guests leave the site promptly and respectfully.
- 16.4 Consideration must always be shown to neighbouring properties.

17. INSURANCE

- 17.1 The Hirer is responsible for ensuring adequate insurance cover.
- 17.2 For all non-private events, proof of **Public Liability Insurance** must be submitted 14 days before the event.

18. EMERGENCIES

18.1 Council staff are available **09:00–15:00 Monday–Friday** only.

18.2 Out-of-hours attendance may incur additional charges at **£30 per hour (or part thereof)**.

18.3 In an emergency, the Hirer must contact the emergency services.

18.4 Non-urgent issues should be emailed to bookings@gainsborough-tc.gov.uk.

2. Facility Booking Form

Section	Information Required
Organisation / Hirer Name	
Contact Person	
Address	
Telephone	
Email	
Facility Required	☐ Function Room ☐ Kitchen ☐ Toilets ☐ Car Park ☐ Park ☐ Pitches (details, please) ☐ Changing rooms (details, please) ☐ Other (details, please)
Purpose of Hire	
Date(s) Required	
Start Time (including set up)	
End Time (including take down)	
Total Hours Required	
Will alcohol be served?	☐ Yes (TEN required) ☐ No
Will music be played?	☐ Yes (PPL/PRS required) ☐ No
Estimated Number of Attendees	
Public Liability Insurance Provided?	☐ Yes ☐ No/Not Applicable
Risk Assessment Provided?	☐ Yes ☐ Not Required
Equipment being brought on site	
Additional Notes	

Declaration:

I confirm that I have read and agree to the Gainsborough Town Council Terms & Conditions of Hire.

Signature: _____

Name: _____

Date: _____

By signing this form you are confirming that you are consenting to Gainsborough Town Council holding and processing your personal data, please visit our website for our Data Protection and Privacy Policy <https://gainsborough-tc.gov.uk/policy/general-data-protection-regulations-gdpr-policies-and-procedures/>

3. Cancellation Policy

CANCELLATION BY HIRER:

- Cancellations made **more than 14 days before** the booking will receive a full refund.
- Cancellations made **14 days or fewer** before the booking are **non-refundable**.

CANCELLATION BY COUNCIL:

- The Council reserves the right to cancel a booking due to:
 - Health and safety concerns
 - Facility damage
 - Staff shortages
 - Adverse weather (for outdoor facilities)
 - Emergency or statutory requirements
- Where the Council cancels, a **full refund** will be issued.

4. Booking Confirmation

For Office use only

Booking confirmed date:	
Booking confirmed by:	
Total hire charge payable:	
Hire charge due date:	
Key collection date <i>(collection between 9am and 3pm, £100 deposit required)</i>	
Key return by date: <i>(between 9am and 3pm)</i>	
Keys returned	
Deposit returned	

5. Hourly Rates

Marshalls and Levellings Sports Ground Fees

1st April 2026 - 31st March 2027

Football Pitch - Seniors 11v11	£52.32	(per match)
Football Pitch - Juniors 9v9 & 11v11	£34.29	(per match)
Football Pitch - Juniors 5v5 & 7v7	£20.42	(per match)
Training Pitch	£14.03	
Cricket Pitch - Senior (not including use of kitchen or function room)	£57.43	(per match)
Cricket Pitch - Senior (Evening League) (not including use of kitchen or function room)	£33.19	(per match)
Cricket Pitch - Junior (per match, not including use of kitchen or function room)	£26.80	(per match)
Marshalls Bowls Club	£1562.17	(per season)

	Regular User	
	Peak	Off Peak
Marshalls Function Room (per hour, includes use of kitchen)	£19.22	£14.59

	Casual User	
	Peak	Off Peak
Marshalls Function Room (per hour, includes use of kitchen)	£23.15	£17.36

Peak Times

Monday - Friday

17:00 – 23:59

Off Peak Times

Monday - Friday

9:00 - 16:59

Saturday - Sunday

All Day