



BAGSHOT PLAYING FIELDS ASSOCIATION

The BPFA Pavilion, College Ride, Bagshot, Surrey, GU19 5ET.

www.bagshotbpfa.co.uk

TERMS OF HIRE

Bagshot Playing Fields Association is a registered charity, run entirely by local unpaid volunteers, for the benefit of the people of Bagshot and surrounding areas. We ask all Hirers to adhere to the conditions laid down in this contract and to pay particular attention to the instructions below.

SMOKING, VAPING & CHEWING GUM – the whole building is a smoke/vape and chewing gum-free zone. There are cigarette bins located at the Main Entrance and at the front of the building.

NOISE POLLUTION - please conduct your activities in a way which will not interfere with the comfort of the neighbours. All events must finish by 11.30pm.

AIR POLLUTION - please ask your guests to refrain from running their car engines whilst stationary in the car park.

SPEEDING TRAFFIC - there is a speed limit of 5mph on entering and exiting the car park, and a speed limit of 30mph on College Ride that must be observed at all times by all visitors.

CAR PARK HEIGHT RESTRICTION - there is an overhead barrier to the car park that has a height restriction of 1.75m. If any vehicle higher than this wishes to enter the car park, arrangements must be made in advance to open the barrier. Alternatively, the vehicle can park to the left before the barrier. Any damage to the barrier for not observing the restriction must be paid for.

LITTER - please keep the whole site litter free! This includes the car park, field, play area and tennis courts. After hire please take any recyclables home. Any remaining rubbish should be bagged up and put in the large grey bin on the edge of the car park.

MAIN HALL - this has an expensive specialist floor for dance and other activities that must be treated with respect. Please :

- ensure that NO STILETTO HEELS nor WHEELED TRAINERS are worn;
- keep feet OFF the walls; and
- wipe up any spills and sweep the floor before leaving.

DECORATIONS - multiple hooks have been installed around the walls of the Main Hall to use for hirers' own decorations. NO SELOTAPE nor BLUE TACK is to be used on the walls and NOTHING must be pinned or taped to the CEILING! All decorations should be removed and taken home after the event.

ELECTRIC WINDOW SHUTTERS - these are operated by a key and switch which is the sole responsibility of the Hirer. The repair costs of any damage resulting from carelessness will be borne by the Hirer.

KITCHEN AND BAR - the Hirer and guests have use of both the bar and kitchen, although these are also occasionally accessed by tennis club members. Hirers must ensure that :

- the hob and oven are switched off;
- any food and drink brought in are removed from the fridges;
- the bar drinks fridge is switched off, wiped out and the doors wedged open; and
- all dishes and items used from the cupboards and bar are washed up and put away.

TABLES AND CHAIRS - tables must be wiped down, legs folded and returned to the table trolley. Chairs should be to be stacked and returned to the Chair Store through the double doors.

FINAL CHECKS - please ensure that :

- the Fire Exits are secure;
- the windows are closed and the shutters down;
- the outside light to the play area are OFF;
- the toilets have no taps left running; and
- the exit doors from the toilets are locked.

Any failure on any of the above conditions will result in the loss of the security deposit.

Please remember that the successful running of the association depends on the goodwill of our neighbours. We, therefore, ask all our hirers to be considerate in the way they conduct their activities. We hope you enjoy your event, but please leave the pavilion as you would wish to find it. Many thanks.