



TERMS AND CONDITIONS FOR THE HIRE OF THE PEMBROKE CENTRE

Hire of the Pembroke Centre for any event is at the discretion of the Trustees

A signed agreement committing to adhere to the Terms and Conditions will be required to have been received by the Pembroke centre in advance of the hire.

If the hirer has any concerns about the content of this document, please contact the Bookings secretary before signing the agreement.

Definitions used in this document

The Premises - The Pembroke Centre, Home farm road, Wilton , Salisbury SP2 8PJ. This may include the indoor school, clubroom, outdoor school, and parking areas. The paddocks are not included.

Trustees – Elected members of the Charity responsible for running the Pembroke centre

Bookings Secretary – A volunteer facilitating the hire of the Pembroke Centre.

Bookings.pembrokecentre@gmail.com

Hirer – The Person paying for the use of the Pembroke Centre

Signed agreement – a signed copy of the application form in which the terms and conditions have been accepted by the Hirer.

- 1. Compliance.** The Hirer, by signing the application form accepts responsibility for the safety of the Premises during the period of hire and for ensuring that all conditions under the terms and conditions are met.
- 2. Supervision.** The Hirer or nominated point of contact detailed in the booking form shall be present and in charge of the Premises and guests. This includes supervision of the fabric and contents, their care, safety from damage of any sort. The venues risk assessment is available in the hirer's file.
- 3. Deposit.** A deposit of 20% of the full cost of the hire is payable at the time of a Pembroke Centre booking.
- 4. Timings for Hire.** A full day is 8am to 4pm, a half day is 8am until 12md or 12.30pm to 4.30pm
- 5. Damage.** The Hirer shall make good or pay for all loss and damage (accidental or malicious) caused during the period of hire to the Premises or to fixtures, fittings,



or contents. Any damage deficiencies discovered should be reported to the Bookings secretary immediately after the hire.

- 6. Accidents and Dangerous Occurrences.** Any failure of equipment belonging to the Premises must be reported to the Bookings secretary immediately after the hire. The Hirer must report all accidents involving injury to the public and participants to the Bookings secretary and record the accident on the accident form in the Hirers file. This is in accordance with reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (RIDDOR)

- 7. Mobile Signal.** The Hirer will not have access to the landline at the Pembroke Centre. Mobile signals are variable. Wi-Fi calling is possible for emergency calls. The Wi-Fi code is in hirers folder.

It is the responsibility of the Hirer to ensure they have emergency communications including when Wi-Fi is not available

- 8. Use of Premises.** The Hirer shall not use The Premises for any purpose other than that described on the Booking form and shall not sub hire or use The Pembroke Centre for any unlawful or unsuitable purpose, or endanger The Premises or render invalid any insurance policies. Hire times must be adhered to. The Club room has a maximum occupancy of 60 people seated or 80 standing. Exits must not be blocked with furniture including chairs. The hoist and mechanical horse are not to be used unless specific permission has been granted by the Pembroke Centre for the Hirer to do so. The rocking horse should be used only by small children under the supervision of a responsible adult. The Trustees take no responsibility for any accidents that may occur as a result of its use.

- 9. Horse Passports.** It is compulsory for any horse being brought to the Pembroke Centre to have documented in date vaccination or boosters in their passports. Random checks will be made.

- 10. Spread of Infectious Diseases.** Hirers using the centre for equine activities must ensure that all those attending with horses are aware that horses who are suspected of being unwell are not to be brought to the premises. This includes horses that have come from yards where there is an infected equine. All those attending must bring their own grooming kits and buckets and remove hay straw and any mess made around vehicles of horse transport.

- 11. Insurance and Indemnity.** A copy of the premises insurance is available to hirers. Any accident or illness resulting from the Hirer's specific event not covered by The Premises insurance will be the responsibility of the Hirer, who should take out appropriate liability insurance to cover any entertainer, or third party involved in the event. Proof of insurance by the Hirer must be sent to the booking's secretary



prior to the event.

- 12. Licensed Activities.** The Pembroke Centre has a licence to play music. The premises does not hold an alcohol licence. If the Hirer wants to sell alcohol, it is the Hirer's responsibility to obtain a Temporary Event Notice (TENs).
- 13. 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.
- 14. Safeguarding Children, Young People and Adults at Risk.** The Hirer must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Safeguarding of Vulnerable Groups Act 2006. Only people holding the appropriate DBS checks should have access to children. The Hirer should be prepared to provide the Trustees with a copy of DBS checks on request.
- 15. Fire.** The Trustees are responsible for fire safety on the Premises including to check the fire exit doors, green lights on the exit signs and the fire extinguishers regularly. Records of such checks are available in the file on the Premises. The Hirer shall read and comply with the Pembroke Centre Fire and Accident Procedure.
- The action to be taken in the event of a fire. This includes calling the Fire Brigade and evacuating and accounting for of all personnel in the car park.
 - The location and use of fire equipment (location map in entrance hall).
 - Escape routes and the need to keep them clear.
 - Location of the First Aid Box.

In advance of any activity, the Hirer must check the following:

- All fire exits are unlocked.
 - All escape routes are free from obstruction and can be safely used for instant free exit.
 - No fire doors are wedged open.
 - All exit signs are illuminated and not obstructed.
 - There are no fire hazards on the Premises.
- 16. Smoking and vaping.** Smoking and vaping is prohibited in the Pembroke Centre including all outdoor areas.
- 17. Dogs.** Dogs are allowed on site but must be on short leads and all excrement is to be picked up and removed from the site.



18. Electrical Appliance Safety. No equipment or items may be stored on The Premises without the agreement of the Trustees who do not accept responsibility for any equipment or items brought on to or left at The Premises, except for such equipment and items as the Trustees have agreed to store and all liability for loss or damage is hereby excluded unless covered by the Premises' insurance.

The TV on the wall is purely a monitor and should not be used to access any BBC products.

19. Heating. All heaters are returned to timer operation if that is how they were previously set, prior to leaving.

20. Car parking. Horse boxes, cars, and trailers may be parked at owner's risk. No exits to buildings, outbuildings or the stable yard are to be blocked. Allowance must be made for emergency vehicles to enter the site, including the track outside the Pembroke Centre. Any parking on Home Farm Road must not prevent large farm machinery or emergency vehicles driving down it. All those visiting the premises must be made aware that the maximum speed is 5mph.

21. Cancellation. If the Hirer wishes to cancel a booking it should be done at least 7 working days before the date of the event. Cancellations made within 7 days of the booked event will be charged in full.

The Trustees also reserve the right to cancel any hiring by written notice to the Hirer in the event of:

- The Premises becomes unfit for the use intended by the Hirer.
- An emergency, such as foot and mouth or a pandemic.
- In any such cases the Hirer shall be entitled to a refund of any deposit already paid, but the Trustees shall not be liable to the Hirer for any resulting direct or indirect loss or damages.

22. End of Hire. The Hirer shall be responsible for leaving The Premises and surrounding area in a clean and tidy condition, especially the kitchen. The Premises must be locked and secured. Tables and chairs must be clean and stacked properly in the storeroom or where they were found. Cutlery, crockery (clean) etc. to be replaced in the correct cupboards. All bins must be emptied and rubbish removed from the site. All equine excrement must be disposed of appropriately.

23. 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 Bookings Secretary. Any alteration, fixture, fitting, or attachment so approved



shall be removed by the Hirer who must make good to the satisfaction of the Trustees should any damage caused to The Pembroke Centre by such removal.

24. No Rights. The Pembroke Centre Hire Agreement constitutes permission only to use The Premises and confers no tenancy or other right of occupation on the Hirer.

25. Points of contact. The initial point of contact will be a nominated volunteer of the day. The Hirer will be given their number.

Emergency Contacts:

Sundays: Bim Clarke 07799330247

Centre manager: Claire Hacker 07919050123