



## **Erlas Victorian Walled Garden Project (EVWG)** **Terms & Conditions for Garden / Roundhouse Users**

### **Booking Terms & Conditions**

The following terms and conditions apply to all bookings made at Erlas Victorian Walled Garden (EVWG):-

1. A booking form must be completed prior to all bookings. The person signing the booking form shall be deemed to be the hirer and as such, is responsible for the payment of all fees in full prior to entering the garden and the observance of these conditions. They must be over 18 years of age. Any provisional booking will be held for 7 days and will only be confirmed once a completed booking form is returned.
2. The hirer will be responsible for the behaviour of all persons using the premises for that booking. This includes ensuring that no nuisance behaviour is committed in the vicinity of the Garden or Roundhouse; the premises are not used for any illegal activities or contravenes any law relating to gaming, betting and lotteries.
3. The hirer is responsible for ensuring adequate adult supervision of under 18s.
4. The hirer may only enter the Garden or Roundhouse at the agreed booking time and must leave promptly at the end of the agreed booking time. Failure to comply may result in additional charges.
5. EVWG requires 7 days' cancellation notice, otherwise the hirer will be charged in full for the booking.
6. The person or organisation hiring the facilities will be held responsible for the cost of repair of any damage or breakage to any part of the garden, its content or buildings or its equipment. The hirer is responsible for ensuring the premises are left in a clean and satisfactory condition at the end of the hire.
7. The hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority or any other public authority particularly in connection with any event which includes public dancing or music or other similar entertainment or stage plays or the serving of alcohol. The hirer is responsible for obtaining the required licences with regards music, films, events and alcohol, copies of which must be provided to EVWG prior to the event. Alcohol can only be consumed/served in the garden or its buildings with prior consent of EVWG.
8. The hirer shall ensure that any electrical appliances brought on to the premises shall be safe and in good working order and used in a safe manner.
9. EVWG accepts no responsibility for theft or loss of articles or equipment etc. brought on to the premises.
10. The hirer shall be responsible for the safety and well-being of all participants attending the booking. Use of the garden, its buildings and all equipment, facilities and amenities is permitted entirely at the hirer's own risk. EVWG shall not be liable for the death of, or personal injury to any user, or for consequential loss, caused otherwise than as the result of the defective condition of the garden, its buildings or equipment, or of the negligence of the Management



Committee, its officers, servants or agents. It is therefore the responsibility of the hirer to ensure they have the necessary insurance in place. EVWG has the right to request proof of this insurance.

11. The hirer must ensure that any food that is prepared on or brought on to the premises has been properly prepared, stored and served using guidelines set by Food Safety regulations. EVWG, its officers, servants or agents are not liable for the death or illness of any person consuming food or drink on the premises.
12. In the event of an accident the hirer is responsible for administering first aid and summoning the appropriate emergency service. A first aid box is available in the Roundhouse. Any accident that occurs in the garden or its buildings must be reported at the time of the event, or as soon after as is practicable. An accident report form must be completed.
13. The garden is generally a low fire risk environment. However, if the period of hire is outside the normal working hours of EVWG, the hirer will be responsible for ensuring the emergency fire arrangements are in place. In particular, the hirer will be required to nominate an individual as the fire warden and that person's name will be provided to EVWG before the period of hire. In the event of a fire the nominated fire warden will be required to alert all those present of the fire and ensure their safe removal from the garden. The nominated fire warden will also be responsible for contacting the fire service, if necessary, and will inform EVWG immediately of the incident.

## Declaration

I accept the EVWG Terms and Conditions and undertake to pay the agreed fee promptly.

- I acknowledge that the safety of persons attending my event/booking is paramount and that all necessary practicable precautions to ensure the safe arrival and departure of all persons will be taken.

I HEREBY AGREE TO ABIDE BY THE TERMS AND CONDITIONS LISTED ABOVE.

BOOKING DATE

SIGNED

NAME IN FULL