



Highfield Park Visitor Centre Hire Terms & Conditions

The contract is made between Highfield Park Trust (The Trust) and the persons named on the booking form (the Hirer). The named persons will ultimately be responsible for the payment of the account and ensuring the terms and conditions set out below are complied with by all guests, sub-contractors and suppliers.

- 1 The Trust reserves the right to refuse a booking or cancel an event. In the event of a cancellation a refund of any advance deposit will be paid and the Trust would have no other liability.
- 2 The Visitor Centre is normally available for hire between 08.00 and 22.00 including any set up and clearing up time. The Trust reserves the right to amend these hours.
- 3 In the event of a cancellation an administration of £20 will be charged. If less than seven days' notice is given the full fee will be payable.
- 4 The hirer shall use the premises hired for the purpose of the function as stated on the booking form and for no other purpose. The Visitor Centre shall not be used for illegal, immoral or improper purposes. If other areas of the park are to be used, these used must be agreed in advance with the Trust. Facilities may not be sublet without the Trust's prior consent in writing.
- 5 Payment is due in advance or by agreement with the Trust.
- 6 The hirer must follow instructions from Trust staff. Under normal circumstances Trust staff will not be present at weekends. If requested, staff must be given access, without prior notice, to all parts of the event.
- 7 The Trust will do its utmost to ensure a successful event, but cannot be held responsible for the weather, interruption of power or services, or ground conditions.
- 8 Vehicles may be parked in the car park, it is locked after 6pm in the week and at weekends, but can be accessed using the key provided in the key safe. The hirer is responsible for locking the gate on leaving and returning the key to the key safe. Please be considerate to other park users and our neighbours, particularly later in the evening. It is recommended that the car park is locked while the hirer is using the visitor centre to prevent any unauthorised parking. (The Trust accepts no responsibility for any loss or damage to vehicles, contents of vehicles or any property of guests, sub-contractors and suppliers.)
- 9 Smoking is not permitted in any part of the Visitor Centre under any circumstances. No candles or naked flames are to be used in the Visitor Centre and no fireworks or sky lanterns are to be used in any part of the park.
- 10 All electrical equipment used in the centre must be PAT tested.
- 11 It is the hirer's responsibility to ensure there is adequate first aid provision for the event.
- 12 Music should be kept to a reasonable level and not cause a nuisance. It is the hirer's responsibility to obtain the necessary licences for performance of live or recorded music.
- 13 All keys must be returned to the park office or key safe (if applicable). Lost keys must be reported to the Trust, a charge will be made for replacements.

- 14 All lights should be turned off, the alarm set and doors properly locked upon leaving (if applicable)
- 15 The Visitor Centre is to be left in a clean condition and all rubbish should be taken away. If not left in a satisfactory condition a cleaning charge of £25.00 per hour will be made.
- 16 The hirer will be responsible for any damage and any damage sustained must be reported.
- 17 Hirers should arrange their own public liability insurance and provide details of same on request. (The Trust holds Public Liability Insurance, however, this does not cover you, your guests, sub-contractors or suppliers for activities organised by you, excepting where the Trust is deemed to be negligent.)
- 18 The Trust will not be liable for the death or injury to any person attending the park for the event or for any losses, claims, demands, actions, proceedings, damages, costs or expenses or their liability incurred by the hirers in the exercise of the rights granted by this agreement except where such death or injury or loss is due to negligence of the Trust.
- 19 The hirers are responsible for the conduct of their guests, sub-contractors and suppliers and shall indemnify the Trust in respect of any loss or damage to the Trust's property.
- 20 The Trust cannot be held responsible for the conduct of other park users and provides no guarantees regarding the security of guests, sub-contractors and suppliers and their belongings. All items of property left unsupervised are done so at the owner's / hirer's risk.