



ROWNEY GREEN PARK

THE GREEN BARN HIRE AGREEMENT

This Hire Agreement is made between **Rowney Green Peace Memorial Trust** and the person or organisation named below ("the Hirer").

1. Hirer Details

Name of Hirer / Organisation:

Contact Name (if different):

Address:

.....

Postcode:

Telephone:

Email:

2. Booking Details

Date of Hire:

Start Time:

End Time:

Description of Event / Activity:

(To help us ensure the space is set up safely and appropriately)

.....

.....

3. Equipment

Please let us know **any equipment you plan to bring into the Green Barn** as part of your booking.

For everyone's safety, we kindly ask that **any electrical equipment has a current PAT test certificate.**

Equipment details (if applicable):

.....

.....

.....

☐ I confirm that any electrical equipment brought to the Green Barn has been PAT tested.

4. Parking Arrangements

Parking is strictly only available **in the gravelled parking area next to the Green Barn**, which we ask all visitors to use to help keep the surrounding area safe and accessible. **There must be NO parking in the adjoining cul-de-sac or the village hall.** If hirers require more parking spaces, they should book appropriate rooms in the village hall to secure this.

It is the responsibility of the hirer to ensure that all vehicles comply with these parking conditions.

The trustees accept no responsibility for loss or damage to vehicles or personal property.

☐ I have read and will follow the parking arrangements.

5. Booking Confirmation & Payments

- To confirm your booking, please return this completed Booking Form or receive confirmation from the Booking Team.
- **A deposit is required at the time of booking**, with the balance payable on receipt of invoice.
- If you need to cancel, please let the Booking Team know **at least 4 weeks before your event** so that we can offer the date to others.
Cancellations within 4 weeks may result in the deposit being retained or a cancellation fee applied.

6. Use of the Green Barn

The Green Barn is hired for the activity described above. We ask hirers to ensure the space is used responsibly and in line with the agreed purpose, helping us keep the facility available for the whole community.

7. Safety Information

- A layout of the Green Barn, including **fire exits, fire extinguishers and first aid equipment**, can be downloaded from: <https://rowneygreen.org/booking-availability-facilities/>
- **What3Words reference** (for emergency services): **///tile.shadow.cards**

9. Acceptance

By signing below, the Hirer confirms that they have read, understood, and agree to comply with this Hire Agreement.

Signed for the Hirer

Name:

Signature:

Date:

Signed for Rowney Green Peace Memorial Trust

Name:

Signature:

Date:

Conditions of Hire – The Green Barn

We want everyone to enjoy using the Green Barn. To help make this possible, we ask hirers to:

- Have a responsible adult in charge during the booking
- Use the space considerately and within the agreed times
- Look after the building and be mindful of neighbours
- Follow basic safety, safeguarding and legal requirements
- Leave the Green Barn clean, tidy and secure

Thank you for helping us care for this shared community space.

1. Responsibility & Supervision

- A **responsible adult aged 21 or over** must act as Steward for the booking and be present for the full duration. This person is responsible for overseeing the activity and ensuring everyone leaves safely at the end.
- For activities involving children, **appropriate adult supervision must be provided at all times**. Where activities take place without parents or legal guardians present, organisers are responsible for complying fully with safeguarding legislation.

2. Use of the Green Barn

- **The Green Barn is only available for hire in conjunction with use of the outdoor play area/pitch.**
- The Green Barn is available for use **during the times agreed in the booking**. We kindly ask that activities finish on time and the building is vacated promptly at the end of the hire period.
- The space should be used for the activity described in the booking and in a way that is **safe, lawful and respectful**.

3. Respect for the Building & Others

- We ask all hirers to take good care of the Green Barn and its contents. **Any damage**, whether accidental or otherwise, may need to be repaired at the hirer's expense.
- Please be considerate of people living nearby by keeping noise levels reasonable, including during arrival and departure.
- To help protect the park and surrounding area, **glass bottles and glasses must not be taken outside**.

4. Alcohol, Music & Special Permissions

- Alcohol may only be brought into or consumed in the Green Barn **with prior written permission from the Park Committee.**
- The Green Barn is **not licensed for the sale of alcohol.** If alcohol is to be sold, the hirer must obtain a **Temporary Event Notice (TEN)** from the local authority, following written permission from the Trustee Committee.
- Music or entertainment after **7:00pm** requires **prior written permission from the Park Committee.**

5. Safety & Emergency Procedures

- The responsible person should familiarise themselves with the **locations of emergency exits, fire extinguishers, first aid equipment and evacuation procedures** before the activity begins.
- Please help keep everyone safe by:
 - Avoiding overcrowding
 - Keeping all exits clear
 - Using furniture appropriately (no standing on chairs or tables)
- In the event of a **fire or fire alarm**, please evacuate immediately, carry out a headcount, and call **999**.
The **Fire Assembly Point** is the Hall car park.
Fire-fighting equipment should only be used if it is safe to do so.
- In the event of a **medical emergency**, please call **999** immediately.

6. Food, Equipment & Smoking

- Cooking or heating equipment may only be used if **provided on site or agreed in advance.** For food safety reasons, **meat or fish may only be served if pre-cooked.**
- **Smoking and vaping are not permitted** in or immediately outside the Green Barn.

7. End of Hire

- At the end of the booking, the responsible person is asked to ensure:
 - All lights and electrical equipment are switched off
 - The Green Barn is left clean, tidy and secure
 - Where possible, recycling is taken home and other waste placed in the bins provided

Thank You

Thank you for helping us look after the Green Barn. By following these conditions, you are supporting the continued availability of this valued community space for everyone to enjoy.