

GREAT WALTHAM PARISH COUNCIL

Hiring the Pavilion, Great Waltham Recreation Ground, Great Waltham, CM3 1DF

- Following its refurbishment, the Parish Council is pleased to be able to offer for hire the Pavilion at Great Waltham Recreation Ground for educational, recreational and leisure purposes.
- The facility is ideal for small events (the Pavilion can accommodate up to 30 people), and has the added attraction of immediate access to the playing field and children's play area for the more energetic.
- It is a single-level, fully accessible building with a kitchen area for making refreshments and toilet (including disabled toilet) and baby-changing facilities.
- The tables and chairs available can be arranged accordingly to hirers' wishes, and the Council will consider bespoke requests for other requirements (such as bringing in other equipment for an event).
- The Council prioritises hiring requests from Great Waltham parishioners and groups, and offers them a subsidised rate.
- Further discounts are available for block bookings (four or more separate events booked at the same time).



How to hire the Pavilion

1. Make sure the Pavilion is going to be suitable for your event in terms of numbers of attendees, facilities required, type of event etc. You can discuss a prospective hire with the Parish Clerk to make sure the Pavilion is the right venue for you. The Clerk contact details are:
 - **Telephone 07880717329**
 - **E Mail: clerk@greatwalthamparishcouncil.co.uk**
2. The cost of hiring can be found in the current Hiring Fees for the Pavilion document on the parish website e-voice.org.uk/greatwalthamparish.
3. The hiring process requires the submission of a [Pavilion Hire Booking Form](#). This is also available online. A hard copy can be supplied upon request. It must be competed in full and returned to the Parish Clerk.
4. N.B. All hiring events must be supervised at all times by at least one responsible person aged 18 years of age or over nominated by you beforehand. The name(s) must be included on the Pavilion Hire Booking Form.

5. When your hiring request has been agreed an invoice will be issued, together with a copy of the terms and conditions which apply to the hiring and a checklist of things which will need to be carried out by you/responsible person(s) on the day(s) of your event(s). Please read these documents carefully ahead of time.
6. Payment of hiring fees must be made by bank transfer (cash, credit/debit cards and cheques cannot be accepted). Bank transfer instructions will be included on the invoice.

The Council reserves the right to refuse any request to hire the Pavilion or to require the payment of a deposit amount to cover any costs in the event of a cancelled booking or damage sustained during the hiring event. The deposit will be refunded in full after the hiring event if no such costs are sustained.