

# Aynho Parish Council

Tel.: 01869 810209

Email: [clerk@aynho-pc.gov.uk](mailto:clerk@aynho-pc.gov.uk)

Web: [www.aynho-pc.gov.uk](http://www.aynho-pc.gov.uk)

Twitter: @aynho

Postal Address: c/o Aynho Village Hall, Croughton Road, Aynho OX17 3BD



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## AYNHO PAVILION STANDARD CONDITIONS OF HIRE

Any person, who must be 21 years of age or over, wishing to hire the Pavilion, shall complete a HIRE AGREEMENT between Aynho Parish Council and the Hirer, in the form prescribed.

The following fees for the Pavilion would apply (subject to availability):

- **Villagers:** £7.00 per hour o Additional £2.00 per hour for changing room facilities
- **Non-Villagers:** £10.00 per hour o Additional £2.00 per hour for changing room facilities

When signed on behalf of Parish Council by the Bookings Secretary, the Parish Council agrees to permit the Hirer to use the premises for the purpose and period(s) stated, subject to the conditions set out below:

1. The Hirer shall, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, or from change of any sort, and the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking arrangements, so as to avoid obstruction of the highway or access to adjoining properties.
2. The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose, or in any unlawful way, nor do anything or bring on to the premises anything which might endanger the same or any insurance policies in respect thereof. The Hirer must ensure that smoking is not permitted anywhere inside the Pavilion.
3. The Hirer shall inform the Bookings Secretary before completing this form if alcohol is to be sold on the premises during his/her booking of the Pavilion. The Hirer will be responsible for giving a Temporary Event Notice (TEN) to West Northamptonshire Council but must not do this without the Council's prior consent.

4. The Hirer shall note that the Pavilion is not licensed for music and dancing, and that any such events, plays, film shows, and other activities will also require a Temporary Event Notice (TEN) to be given to the Unitary Council with the Parish Council's prior consent. Music, singing and dancing and the like are not permitted after 11:00PM.
5. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment. Special conditions of hire may be issued if necessary. The number of people in the Pavilion must not exceed those permitted in the Premises Licence.
6. The Hirer shall ensure that any PORTABLE ELECTRICAL EQUIPMENT brought into the Pavilion has been PAT TESTED to ensure that it is safe to use.
7. The Hirer shall indemnify the Parish Council for the cost of repair on any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.
8. At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean, tidy and safe condition, properly locked and secured unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced, otherwise the Parish Council shall be at liberty to make an additional charge.
9. A non-refundable £5.00 deposit is payable at time of booking with balance to be paid 3 weeks before hire date. If the Hirer wishes to cancel the booking before the date of the event and the Parish Council is unable to conclude a further booking, any deposit less £5.00 will be refunded provided at least 3 weeks' notice has been given; otherwise, any repayment shall be at the discretion of the Parish Council.
10. In the event of the Pavilion or any part thereof being rendered unfit for the use for which it has been hired, the Parish Council shall not be liable to the Hirer for any resulting loss or damage whatsoever.

# FIRE

## IN THE EVENT OF FIRE

1. There is no FIRE ALARM. There is a smoke detector in the kitchen.
2. CALL THE FIRE BRIGADE (Dial 999) by mobile phone. The address of the Hall is: THE PAVILION, AYNHO, OX17 3AP.
3. Do not attempt to use the fire extinguishers unless safe to do so. There are 2 x 6 Litre WATER Extinguishers, 1 x 2 kg CO2 Extinguisher and 1 x 1m Fire Blanket in the kitchen.
4. THE PERSON IN CHARGE of the hall or function must instruct everyone present to leave the building by the nearest exit and make their way to the FIRE ASSEMBLY POINT which is to the side of tennis court (clearly signed). The Main door is wide enough for a wheelchair (small step on the threshold), No ramp.
5. THE PERSON IN CHARGE must finally ensure that everyone has left the building and made their way to the FIRE ASSEMBLY POINT. No-one should be allowed to re-enter the building to collect personal belongings.
6. When the Fire Brigade arrive, the PERSON IN CHARGE must report to the Chief Fire Officer.
7. The Booking Secretary should be informed on 07929 322949.

## Welcome to Aynho Pavilion

We hope you enjoy using the Pavilion. Please help us keep it clean, safe, and wellmaintained for all users by following these guidelines:

- **Cleanliness:** Leave the Pavilion in a tidy condition, ready for the next user. Please clean up any spills immediately to protect the flooring.
- **Fire Safety:** A **Fire Instruction Notice**, and a **building floor plan** are displayed in the Main Room.
- **No Smoking:** Smoking is strictly prohibited inside the Pavilion.
- **Fixing Items:** Please **do not** use Blu-Tack, tape, or similar adhesives on walls or windows.
- **Emergency Information:** There is no telephone in the Pavilion. The full address is **The Pavilion, Aynho, OX17 3AP**.
- **Defibrillator:** A **DEFIBRILLATOR** is located on the terrace (left-hand side of the building). Instructions for use are displayed on the unit.
- **First Aid:** A **First Aid box** is available in the kitchen. All accidents must be recorded in the accident book.
- **Capacity Limits:** The **maximum legal capacity** (as set by the Fire Brigade) is **60** with tables and chairs, or **40** for seating only. The Pavilion is **not licensed** for public entertainment.
- **Car Park:** The car park is located behind the Pavilion and accessed via Charlton Road.  
Emergency vehicle access is via **Charlton Road**.
- **When Leaving the Pavilion:**
  - Turn off **kitchen equipment, audio equipment, and all lights.** ◦
  - Ensure **all external doors and windows** are securely locked. ◦
  - Switch off **all electric radiators** before leaving. ◦ ◦ Dispose of empty bottles appropriately or use the **blue recycling bin**.

For **bookings, enquiries, or feedback**, please contact:

**Booking Secretary – Dawn Willis**

**07929 322949**

[dawn.willis@aynho-pc.gov.uk](mailto:dawn.willis@aynho-pc.gov.uk)

Version number	Purpose/change	Author	Date
0.1	Initial draft	AY	03/03/25
0.1	Adopted 25/40	AY	07/04/25