

Swaffham Bulbeck Pavilion Hire Rules

The pavilion is available to hire for a variety of functions including birthday parties, coffee mornings and small meetings or workshops.

Charges are fixed at £9 per hour for general use and £6 per hour for school and charity use.

1. Smoking and Vaping are **PROHIBITED** on the premises
2. Please leave the facilities in the condition in which you found them and make sure the heating and lights are turned off when leaving the building.
3. All rubbish and recyclables to be removed from the premises and disposed of at home.
4. Payment will be made following receipt of an invoice from the Parish Council before the event takes place.
5. The hirer is responsible for the cost of repair for any damage caused during a hiring and/or the cost of additional cleaning as a result of the hall being left in an unacceptable state.
6. Food, food sauces and other slow dissolving items must not be thrown down the kitchen sink.
7. It is the responsibility of the hirer to obtain a temporary alcohol licence if alcohol is to be sold on the premises. Please contact the District Council's Licensing Section on 01353 665555 for further information and an application form.
8. It is the responsibility of the hirer to obtain a temporary music and dancing licence when music & dancing is to take place. Please contact the District Council's Licensing Section – details as above.
9. No temporary additions to lighting or electrical circuits may be made without authority of the Parish Council. The Council is not liable for any equipment brought into the hall such as band equipment.