

Swaffham Bulbeck Pavilion and Denny Hire Rules

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

Pavilion hire charges are fixed at £9 per hour for general use and £6 per hour for school and charity use. There is no charge for personal hire of the Denny.

1. Payment will be made following receipt of an invoice from the Parish Council before the event takes place.
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. 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.
4. Smoking and Vaping are **PROHIBITED** in the pavilion.
5. All rubbish and recyclables to be removed from the pavilion and the Denny and disposed of at home.
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.
10. If the height barrier is opened by a hirer for any reason, it must be closed during the event and locked at the end of the event. The barrier must not be left open in any circumstances.
11. Public liability insurance for events is the responsibility of the hirer, a copy of the policy must be provided to the clerk to the council.
12. Keys shall be collected and returned to a nominated person, to be advised at the time of booking.