

## Terms and Conditions Contract for the Hire of the Fairfield

Name of hirer/organisation: .....

Event Details – What is the Fairfield being hired for? .....

Contact Address, Telephone Number and Email:

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.....

Date of Hire -From.....to.....

Contact Persons on Day of Event..... Mobile No (two contactable people required) (1)..... (2).....

Number of persons attending (Maximum permitted = 150).....

Parking: All vehicles must be parked in the adjoining field- no vehicles must be driven on Fairfield. All equipment must be carried to the site, this is to avoid damage to tree roots and soil compaction.

**FEES:** Non - refundable and payable at the time of booking to the Castel Constables.

Social Events or small gatherings - £100 per day

Weddings or large events involving the use of a Marquee/s - £250 per event. In addition to the hire charge a **£500 deposit** will be charged, this will be refunded if the Fairfield is vacated in full compliance with the Hire Terms and Conditions.

Corporate Events - £500. In addition to the hire charge a **£500 deposit** will be charged, this will be refunded if the Fairfield is vacated in full compliance with the Hire Terms and Conditions.

Ordinarily a day either side of the event is included in the hire period for the erection and dismantling of tents and clearing of the site. However, any other additional days will incur a further charge.

The use of electricity, water and the existing toilets on site are included in the hire charge.

No event is permitted to continue beyond 11pm, music must cease by 10.45pm and the site cleared and vacated 11.15pm sharp. In consideration of neighbours, guests are to vacate the site in a timely and orderly manner.

Acceptance of a booking is at the sole discretion of the Constables or their representative.

### **THE DOUZAIN WILL:**

Ensure that our immediate neighbours receive advance notice of the event together with contact details of the person in charge.

Inform the relevant States department of the forthcoming event.

Provide the hirer with information on companies that hire equipment for outdoor events.

**THE HIRER WILL:**

Be responsible for the separate hire of any ancillary equipment including, portable toilet facilities, marquees, chairs and tables etc. and the hire of security staff together with the cost associated with repairs to damage to the site and or the facilities.

Note:

- Toilets: The Fairfield has two toilets that are available to hirers of the field. However, for attendees exceeding 100 the hirer must hire additional toilets.
- Security Staff– the Douzaine may decide that security staff must be hired for an event; this will certainly be the case for wedding events. The availability of security staff will assist in dealing with any problems that may arise and in the prompt departure of guests from the site at the end of the event.

Ensure that protective boards or matting is laid to avoid damage to grass surfaces (between Marquee and toilets) and that no holes are created nor any trees used as support structures.

Ensure that all rubbish, including foodstuff is collected and removed from the site at the conclusion of the event.

Ensure all alcohol and glasses are removed from the site at the conclusion of the event. To assist Hirers such items can be stored and secured in the Gents toilet until the following day, it must be removed by midday at the latest. Foodstuff must not be left in this area.

Provide Event Insurance Cover for the hire period (copied to the Constables in advance).

Ensure that the gates and toilet doors are secured upon completion of the hire period and all keys returned to the Parish Secretary at the Castel Douzaine Room on the first working day following the event.

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The Fairfield will, at the conclusion of each hire period be inspected by a member of the Fairfield Sub-Committee to ascertain that all conditions have been adhered to.

The Castel Parish Douzaine will not accept liability for any damage/injury, however caused, to Third Parties during the period of hire.

Hirer/Organisation.....Date.....

Fairfield Sub-Committee Representative.....Date.....