

Trumpington Pavilion  
King George V Playing Field,  
Paget Road  
Trumpington  
Cambridge CB2 9JF  
email: [trumpingtonpavilion@cambridge.gov.uk](mailto:trumpingtonpavilion@cambridge.gov.uk)

## Trumpington Pavilion Conditions of Hire 2025 - 2026

### 1. HIRE ADMINISTRATION

#### Booking Forms

All applications for the hire and the use of the community facilities must be made with the Clay Farm/Pavilion Administrator and a booking form completed.

The Clay Farm/Pavilion Manager will make the final decision on bookings and the appropriate hire charge rate.

#### Hire Charges

Hire charges may be increased with 28 days' notice. This usually happens with effect from 1<sup>st</sup> April each year. Regular hirers will be invoiced monthly in arrears, one off business / social bookings will be payable in advance. Charges are made per hour from the time access is required to set up to the time the area is cleared after use in accordance with the following rates:

	Band D – Local Community			Band C – Organisations & Charities		
	Before VAT	VAT	Total Inc. VAT	Before VAT	VAT	Total Inc. VAT
Pavilion Main Hall (inc kitchen)	£10.76	£2.15	£12.91	£13.45	£2.69	£16.14
	Band B – Commercial (low profit)			Band A – Commercial/Private Enterprise		
	Before VAT	VAT	Total Inc. VAT	Before VAT	VAT	Total Inc. VAT
Pavilion Main Hall (inc kitchen)	£14.25	£3.05	£18.30	£20.63	£4.13	£24.76

## **Hirers Liability Insurance**

All hirers must have insurance to cover their activity for up to £2million, or as discussed with the administrator/manager. An hourly charge for Hirer's Liability Insurance will be added to invoices to cover this, unless a current, adequate certificate is sent in with the booking form. This service is not available for commercial hirers and some groups that should be required to have their own insurance via affiliated bodies.

## **Block Bookings: Regular Users**

Enquiries for regular use of the premises can be made – this can either be for frequencies between daily and monthly use. Block bookings will be reviewed annually to ensure that the use is in line with the City Council's priorities for the local area.

Regular hirers making block bookings will be required to nominate a person of their choice to undergo an induction on how to open and close The Pavilion in line with current procedures.

## **Booking Times**

The times approved for access/vacation of spaces hired must be strictly adhered to. All bookings must include any time needed to set-up, clean and vacate the room after the session. Bookings which overrun beyond agreed times will be charged in fifteen minute blocks (under the same rate terms). Payments must be made within 28 days (if paying cash/card) or will be added to the next invoice.

Changes to approved hours must be made with the Clay Farm/Pavilion Administrator.

The Pavilion must not be left unattended at any time. Hirers must remain at the Pavilion to handover to the duty supervisor at the end of the booking (unless other arrangements have been agreed).

## **Cancellation**

Charges will be made for the full cost of the booking unless 14 days' notice of cancellation, **in writing**, is given to the Clay Farm/Pavilion Administrator. For cancellation of a block booking 28 days' notice must be given **in writing** to the Clay Farm/Pavilion Administrator. Exceptional circumstances can be discussed with the Clay Farm/Pavilion Manager.

Occasionally we may cancel a booking for a specific event or to undertake maintenance work. We will try to give 14 days' written notice and accommodate bookings in a different room or centre wherever possible.

The Clay Farm/Pavilion Manager reserves the right to cancel bookings without notice if health and safety issues arise.

## **Contact Person**

Inform the Clay Farm/Pavilion Administrator of any changes to a booking. Please pass on the conditions of hire and booking arrangements to those who will be on site for the booking.

In case of access issues please call:

Office hours Monday-Friday 9am-5pm and Saturday 9am-1pm: 01223 457232

Out of hours: Duty phone 07749 723 848

**In case of an emergency please call 999.**

## **2. HEALTH AND SAFETY**

### **Particular attention is drawn to the need to observe safety regulations:**

- Read the safety notices around the centre
- Do not block or lock any fire exits
- Know the evacuation procedures
- Know the location of fire appliances and exits

### **Fire drills**

Fire drills will be undertaken from time to time and the building must be evacuated whenever the alarm sounds. New groups will be given an induction to the building, but these can be

requested at any time.

### **Fire Safety**

The hirer shall ensure that all fire and safety regulations are observed while using the building.

No fire equipment shall be tampered with or removed from its place, except in the case of fire.

Costs incurred due to misuse of fire equipment shall be charged to the hirer in full.

The hirer shall not use or allow or cause any items to be used on the premises which involve a naked flame such as candles or any items lit with a naked flame that subsequently burn such as incense sticks. Any costs involved as a result of damage caused by the user's failure to comply with these specific provisions shall be borne by the hirer.

### **Security**

For those groups who are key holders, all doors and windows must be secured at the end of a booking. Failure to close windows and doors which result in an alarm engineer call out may incur a call out fee of £50 which the group will be liable for.

### **People with Disabilities**

Use the special requirements section of the booking form to let us know of anyone attending the activity that may need assistance in the event of an evacuation or has any other particular needs.

### **First Aid**

First aid and body fluid cleaning kits are available on site. If any first aid/cleaning kits are used, please inform the Clay Farm/Pavilion Administrator.

### **Accidents**

All accidents must be reported to the Clay Farm/Pavilion Administrator. An accident form must be completed while on site. Refer to induction.

### **Smoking**

The Pavilion is a non-smoking building including the immediate surroundings. There is a strict no smoking policy within the Pavilion buildings, fire exits and immediate surroundings including the paved area.

This also applies to vapour and e- cigarettes.

### **Electrical Appliances**

All electrical appliances on site are checked annually. If hirers wish to use their own equipment, please contact the Clay Farm/Pavilion Administrator. The Clay Farm/Pavilion reserves the right to refuse the use of non-centre equipment if deemed to be unsafe.

Smoke machines must not be used any circumstances.

## **3. USE OF THE PREMISES**

The room(s) hired shall be used only for the purpose(s) stated on the booking form or in correspondence with the Clay Farm/Pavilion Administration

### **Kitchen Use**

Users wishing to prepare food in the kitchen (other than for personal use) should have an up-to-date Food Hygiene Certificate.

### **Removal of Rubbish**

All rubbish shall be removed from the premises or placed in recycling containers as agreed with the manager.

### **Room Use Equipment**

Rooms, furniture, and equipment used must be taken care of and left clean, tidy and in a suitable state for the next group to use. The Clay Farm/Pavilion Manager reserves the right to charge a group for cleaning and caretaking services where rooms are left in a state that requires the service. Chairs and tables may be taken outside onto the patio area at the rear of the building but must be brought back inside in the event of rain and before the end of the booking.

### **Storage**

There are limited storage facilities on site which will be allocated by the Clay Farm/Pavilion Manager. Cambridge City Council cannot be held responsible for any loss or damage to equipment left on the premises. This will be at the hirer's own risk.

### **Damage**

Any damage discovered or caused by your group must be reported to the Clay Farm/Pavilion Administrator. All damages and breakages to the Pavilion or the property of the Pavilion, including the loss, removal, or theft of property, shall be charged to the user at replacement cost.

### **Notice Boards**

To ensure the suitability of material displayed at the centre, please give all posters or advertising material to the Clay Farm/Pavilion staff who will display in appropriate locations.

### **Car Parking**

There is no public car park. No responsibility is taken by Cambridge City Council for vehicles parked in the surrounding areas.

### **Responsibility**

The person hiring the premises will be held responsible for any damage or accidents occurring during the occupation of the premises. Hirers must make any necessary arrangements regarding insurance and licences to cover their activities and meetings.

### **Performing Rights - PRS / PPL / Film Screening**

Hirers must make any necessary arrangements regarding licences to cover their activities. If the activity involves the playing of live or recorded music, please tick the appropriate box on the booking form and please provide the Administrator with the box office information so that we can complete our returns. An additional charge may be made to use our licences. If you are screening a film, please provide a copy of the appropriate copyright licence from the distributor with the booking form. Hirers who are running regular exercise or dance classes which use music should have their own PPL license.

### **Temporary Events Notice**

For ticketed events where music is played (either live or a disco) or where alcohol is sold, a Temporary Events Notice (TEN) must be obtained from Cambridge City Council, at least 10 days before the event and a copy given to the Clay Farm/Pavilion Administrator. [Apply for a Temporary Events Notice](#)

### **Amplified Music**

To minimise or eliminate noise nuisance, all music whether live or recorded shall cease at 10:45pm and the Pavilion vacated by 11pm (Sunday – Saturday).

### **Alcohol**

Alcohol is only permitted on the premises if the arrangement has been discussed with the Clay Farm/Pavilion Manager in advance and the appropriate arrangements are in place.

### **Licensed Bars**

The hirer is responsible for obtaining a bar. Proof of licence must be sent to the Clay Farm/Pavilion Administrator at least 7 days prior to the event and displayed during the event. Bar facilities must close by 10:30pm and at least half an hour before the end of the booking.

Failure to provide a copy of the licence will result in the bar being refused.

### **Bouncy Castles**

For bouncy castles use, please speak to the Clay Farm/Pavilion administrator if you are looking to hire one.

### **Private Parties for 14 – 24 year olds**

The Pavilion does not accept bookings for private parties for groups of 14 – 24 years olds.

### **Complaints and Compliments**

Customer feedback is highly valued to help us provide the best possible services. Please send comments regarding the use of the building and the facilities to the Clay Farm/Pavilion Manager. We would like to know what improvements can be made if standards are lower than expected and if any aspects of the service are particularly high or valuable.

### **Rights**

Cambridge City Council reserves the right to:

- refuse any booking
- end the booking without notice, and without incurring any liability to the hirer, in the event of the hirer breaching any of the conditions of hire.
- end the booking at any time by giving not less than 14 days' notice to the hirer. If the City Council ends the let pursuant to this provision it will refund any hire charge already paid in respect of any period following the end of the booking.

Local residents have the right to contact the Pavilion if the noise level is unreasonably high and the organiser should reduce the noise level if requested to do so by council staff.

## **4. SAFEGUARDING CHILDREN AND ADULTS AT RISK**

Safeguarding is everyone's responsibility. Cambridge City Council is committed to safeguarding and promoting the welfare of children, young people, and adults. We take our responsibilities seriously and expect all people using our centres to share this commitment.

Bookings that are for activities for children or adults at risk will require an assessment to ensure the hirer has fully considered their safeguarding responsibilities and implemented appropriate policies and procedures. This could include:

- having a safeguarding and lone working policy and risk assessments
- implementing and monitoring safeguarding procedures
- undertaking DBS checks
- ensuring staff and volunteers have safeguarding training and are well supervised.

## **5. EQUAL AND DIVERSITY**

Cambridge City Council believes in the dignity of all people and their right to respect and equality of opportunity. We value the strength that comes with difference and the positive contribution that diversity brings to our city. We aim to eliminate prejudice and discrimination, and to promote good relations between different groups enabling our services, buildings and information to be fully accessible, recognising that certain individuals and groups of people can experience significant disadvantage in society, including.

- Black and Minority Ethnic communities
- Women (including pregnant women and nursing mothers)
- Disabled people
- Lesbian, gay, bisexual and transgendered people
- Older people, children and young people
- Religious and belief groups

We expect our staff to be treated with the same respect and dignity that we offer our customers.

## **PRIVACY NOTICE**

The Council's Community Centres collect personal data for the following activities:

1. To respond to enquiries to hire the community facilities
2. To process bookings to hire the community facilities
3. To process payments for the hire of the facilities
4. For centre use monitoring
5. To provide hirers information about the Clay Farm Centre and Pavilion

We collect names, addresses, email addresses, telephone numbers (mobile, landline and work numbers) and photographs (relating to community events and publicity) via online, phone, face to face, or other written interactions.

We process your data with a view to entering into a contract with you as individuals, or the organisations you represent, for the hire and use of our community facilities.

Information on your rights is available at [cambridge.gov.uk](http://cambridge.gov.uk) (search for 'Privacy Notice').

We will not share your personal data with external agencies or individuals unless you have given us permission to do so on the application form for the purpose of enquiries about your activities.

However, we may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, law enforcement agencies, internal audit, regulators, or other external bodies for such purposes.

We do not routinely process any information about you outside the European Economic Area (EEA), except in rare cases, where we use all appropriate safeguards.

We will retain your information in accordance with the Council's retention policy. Bookings will be for 6 years plus the current year. We will review our mailing lists annually, but you can contact us at any time if you no longer want to receive centre updates. We will delete enquiry information which does not result in a booking within one month.

If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing [info@gov@3csharedservices.org](mailto:info@gov@3csharedservices.org) or you can write to the Council and mark your letter for the attention of the Data Protection Officer, or call on 01223 457000. You have the right to lodge a complaint with the Information Commissioner's Office (ICO).

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