*To be completed in duplicate*

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| **Ringwood Town Council Staff Member:**  *Please read out each of the conditions below to the Hirer, and tick each one to indicate you have done so:* | |
|  | The Hirer is responsible for all activities that occur in the building during the course of the hire. The hire is only permitted on the basis that planned activities carry no significant risk to the attendees and that, if unsure, the hirer must discuss this with the Council representative beforehand. |
|  | The Hirer is responsible for the building whilst no staff present. Please keep external doors out of sight locked whilst in the building to prevent unauthorised access by members of the public. |
|  | The Hirer is responsible for leaving the building clean and tidy, in the state that it was found - all rubbish must be taken away, bin bags will be required, and any furniture moved must be put back at the end of the hire. |
|  | Parking is not allowed on Carvers unless agreed with Manager. Also, the kitchen is not to be used (unless discussed and agreed with the Council in advance) |
|  | The Hirer shall pay for any items broken or lost. In addition, the Council accepts no responsibility for damage or loss of any property placed or left in the building by the Hirer |
|  | No alcohol, drugs, smoking, vapes or gambling are allowed either inside or in the immediate vicinity of the building. Animals are also not permitted inside the premises. |
|  | The Hirer is responsible for completing an accident form if necessary (first aid boxes and accident books are located in the kitchen under the counter and in the Oak side room). |
|  | The Hirer is responsible for ensuring that they have the contact details of the Council for any on-the-day issues or an emergency contact number for out of hours. |
|  | In the event of an emergency the Hirer is responsible for getting everyone out and assembled at the Skate Park, calling 999 if necessary and keeping them out until a staff member or the emergency services say it is safe to re-enter. |

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| **Ringwood Town Council Staff Member:** I have explained each of the points above to the Hirer | |
| Signed: | Please print: |
| Phone number in case of emergency: |  |

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| **Hirer:** I confirm that I have read, understand and agree to all the conditions of hire above | |
| Signed: | Please print: |
| Building address in event of emergency: | Carvers Clubhouse (was ‘The Place’),  Carvers Recreation Ground, Ringwood BH24 1JD |

S.drive/Office/Bookings/Carvers Clubhouse Check Sheet amended September 2019