

Clerk's Note: The current hire agreement requires a deposit of £250 paid by cheque which is banked if any damage/expense is incurred as a result of the event. The council no longer accepts cheques, so I have drafted a new agreement requiring no deposit.

Moretonhampstead Parish Council

Sentry Hire Agreement

1. No Charges Taken at Time of Booking

The Council does not take any deposit, fee, or pre-payment for potential damage at the time of booking. The hirer remains liable for evidenced costs, subject to the conditions below.

2. Hirer Responsibilities

The hirer agrees to:

- Take reasonable care of the Sentry and any equipment or facilities provided
- Ensure all litter, decorations, and personal items are removed at the end of hire
- Prevent damage to grass, fencing, gates, play equipment or fixtures
- Comply with all hire conditions

3. Damage

If any damage or misuse arises from the hire, the Council will:

- Assess the cost of repair or replacement.
- Obtain costs through quotes from the Council's appointed contractor(s)
- Issue an invoice to the hirer after the event
- Require payment within 14 days of the invoice date

This includes contractor call-outs and reinstatement of the ground where necessary.

4. Reporting Requirements

The hirer must:

- Report any damage, incidents, or safety concerns to the Council within 24 hours
- Provide photographs where possible
- Cooperate with any reasonable investigation

Failure to report damage may result in additional charges.

Council's contact details:

- Tel: 01647 440041 / 07983 277367
- Email: clerk@moretonhampstead-pc.gov.uk

5. Insurance Requirements

For larger events, commercial activities, or hires involving inflatables, structures, or amplified music, the Council may require proof of Public Liability Insurance (minimum £5 million) before the event.

6. Council Rights

The Council reserves the right to:

- Inspect the Recreation Ground before and after hire
- Recover reasonable, evidenced costs directly arising from the hire
- Refuse future bookings from hirers who breach conditions or fail to pay invoices
- Cancel bookings where conditions of hire are not met

7. Hirer Declaration

By signing below, the hirer confirms that they:

- Have read and understood this Sentry Hire Agreement
- Accept responsibility for the hirer's guests, contractors and activities
- Accept responsibility for any damage
- Agree to pay any charges arising after the event

Signature

Name of hirer: _____

Organisation (if applicable): _____

Address: _____

Telephone: _____

Email: _____

Event Details: _____

Date and time(s) of hire: _____

Signature: _____

Date Signed: _____

Please sign and return this form to the Parish Council Office or email a scanned copy to: clerk@moretonhampstead-pc.gov.uk

Privacy Statement

Moretonhampstead Parish Council will use the personal information provided on this form to administer the Sentry hire, communicate with the hirer, manage payment and insurance matters, and address any incident, damage or claim arising from the hire.

The Council processes this information because it is necessary to enter into and administer the hire agreement and, where applicable, to comply with its legal obligations or perform its public tasks.

Information may be shared with the Council's insurers, professional advisers, contractors, emergency services or other authorities where necessary and lawful.

Records will be retained in accordance with the Council's records-retention policy and then securely destroyed.

Further information about how the Council uses personal information, including data-protection rights and how to complain to the Information Commissioner's Office, is available in the Council's [Privacy Notice](#) or from the Parish Clerk at clerk@moretonhampstead-pc.gov.uk.