



## Site Hire

# Guidelines and Terms and Conditions

Thank you for booking with us

### Hire includes

- Use of grassed areas: orchard, play area, and adjoining grassed area
- Use of compost toilet
- Use of handwashing facilities
- A WCG staff member is present on site to open and close at start and end of your hire visit

### Hire does not include

- The **kitchen, tool shed, and pond** are not included in private hire, and should not be accessed by anyone.
- Please respect all growing areas are not for use during hire **unless agreed in advance** and should be left as they were found at the start of your hire.

### Items to note

- Use of kitchen equipment must be agreed in advance
- Please ensure children are supervised by their carer/parent at all times
- Hirers may bring their own music and speakers if needed for party games etc. played only at a level not to disturb local residents and adjoining plot holders or passing members of the public. Hirers remain responsible for such equipment at all times.
- Please park on the main roads, and not on the grass areas.

**Payment:** With prior agreement Partners and Organisations will be subject to payment of invoice within 30 days of the invoice date as per WCGM's terms.

**Insurance:** where appropriate, a copy of the hiring Partners/Organisation's Public Liability Insurance Certificate must be provided at the time of booking.

**Private Parties:** Private individuals will be required to make payment in advance for all site bookings: a £30 deposit payable at the time that the booking is made and the full order value payable at least one week prior to the date of the site hire booking. The £30 deposit will be refunded in full



within 5 working days of the date of the site booking provided that no damages are caused and the site hired is left in a clean and tidy state.

**Cancellation Fees:** 10% of the total hire fee is payable if the hire is cancelled.

**Refreshments ordering policy:** Any refreshments required on the day needs to be ordered in advance and payment agreed when making the booking.

**Site conditions** I agree to tidy up and leave the site in as good condition as I found it within this time frame

**Equality and Diversity**

In hiring this site all hirers agree to adhere to our Equality Diversity and Inclusion Policy

Available here:

<https://windmillcommunitygardensmargate.com/wp-content/uploads/2023/12/WCGM-Equality-Diversity-and-Inclusion-Policy-1.docx>

***We thank you for your co-operation with these guidelines***