



Site Hire Guidelines, Terms & 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 WCGM 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 -please tick when agreed

- **All site hires are alcohol and smoke free**. Consumption of alcohol is **not** permitted due to our funders' guidelines
- 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.
- Paddling pools are not permitted
- Please park on the main roads, and not on the grass areas.
- Dogs are not allowed on site (except for assistance dogs)

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: Please give us as much notice of any cancellations. ideally 48 hours before the hire if possible. 10% of the total hire fee is payable if the hire is cancelled. This can be waived if a rescheduled booking is made within the next 6 months

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>

I agree to respect the guidelines, terms and conditions as set out above.	
Signed	Date
Print name	

We thank you for your cooperation with these guidelines.