

Conditions of Use

The hirer accepts responsibility for being in charge off and on the premises at all times when the public are present and for ensuring that all conditions relating to supervision and management are met.

St Austell Bay Parish Council cannot accept liability for any loss of or damage to property brought into or left in The Pattern Hall in connection with any hiring. The Council also reserves the right to cancel any letting in the event of the room being required for public meetings convened by the Parish Council, or in the opinion of the Council, the premises are required for any other purpose in the interests of the Council.

The hirer is responsible for health and safety of the group they represent/their guests. The hirer is deemed to be, for the duration of the period during which they hire, the nominated person responsible for pursuing the Cornwall Council licensing objectives in particular

- The prevention of crime, disorder and public nuisance
- Ensuring public safety - particularly that of children attending a function. Although organisers of private children's parties do not need to have a Child Protection Policy, all voluntary and community groups providing services or activities for children, young people or vulnerable adults must have a **safeguarding policy** in place. This is also a recommendation for voluntary organisations who are organising a one-off event.

Insurance: Commercial enterprises and organised groups must provide evidence of adequate insurance. Individual hirers may, at the discretion of St Austell Bay Parish Council, be covered by Council's insurance.

Restrictions: The hall and meeting room are available for hire between 0830 and 2100 hours. No music, singing or dancing is permitted on the premises.

Public nuisance: Hirers must give due consideration to residents living in close proximity to the hall and excessive noise must be avoided. **Failure to adhere to this requirement may mean that the hirer will forfeit the right to hire the hall in the future.**

Car parking: The hall has 6 parking spaces (marked with P) and 2 disabled spaces. Hirers are requested to ensure that attendees **do not park elsewhere on the estate** - there is plenty of parking along Charlestown Road or in the village car park. **Failure to adhere to this requirement will mean that the hirer may forfeit the right to hire the hall in the future.**

Alcohol: The consumption of alcohol on and off the premises is strictly forbidden.

Safety:

Emergencies: A telephone is available when the parish council offices are open. At other times there is no public telephone available - the nearest public telephone is outside the Rashleigh Inn car park in Charlestown Road. Mobile phones receive a signal in the hall.

Fire: Fire extinguishers are located adjacent to all exits and a fire blanket is provided in the kitchen. If the alarm sounds, the hall must be evacuated and the Fire & Rescue Service called by dialling 999.

Minor accidents: In case of minor accidents, there is a first aid box in the kitchen. All accidents must be recorded in the log book provided. If any items are removed from the first aid kit, the hirer is to inform the parish clerk.

General: The hall, kitchen and toilets are to be left clean and tidy, with furniture put back where it was found. Chairs should be stacked no more than 6 high. Cleaning equipment is located in the kitchen. All dirty crockery is to be washed and put away or loaded into the dishwasher.

No sticky tape, drawing pins or blue tack should be used on walls, windows or doors unless prior permission has been granted by the Council

All damages/breakages are to be reported to the parish clerk and the hirer shall make good or pay for all damages (including accidental damage) to the premises or fixtures, fittings or contents and for loss of contents which occurs during their hiring.

Charges

Main hall: £12.00 per hour, £35.00 for half a day or an evening, £70.00 all day
Meeting Room: £8.00 per hour or £17.50 per half day/evening, £35.00 all day
10% discount for block bookings (3 months) or for residents of the parish (not combinable). In addition there will be a £10 caretaking charge for one-off bookings.

Charges will be reviewed annually.

I hereby agree to the conditions of use stated above and will make payment prior to use if requested.

Signature

Date

Please note that in the event of cancellation by the hirer the following charges will apply:

Cancellations prior to 14 days before the event - full refund

Fewer than 2 weeks' notice - 50% of the total hire charge

3 working days notice or fewer - Full room hire charge