



## **PENRYN TOWN COUNCIL**

# **Conditions of Hire of Council Buildings**

### **Opening and Closing**

All hirers must adhere to the agreed times of booking. The halls are available for hire from 8am until 10.30pm. If the hirer is not on site at the agreed opening time, the caretaker will wait a maximum of 15 minutes before locking the building. At the agreed closing time, the hirer must vacate the building and remove all their belongings. A failure to do so within a maximum of 15 minutes will result in further hire charges being applicable.

### **Payment**

All casual bookings must be paid in full at least two working days before the date of the booking. Any casual booking not paid in full by the deadline will be considered to be cancelled. Regular bookings may be invoiced monthly at the discretion of the Town Clerk. Failure to pay invoices by the deadline may result in loss of right to pay monthly.

### **Cancellations**

Refunds for cancellations will only be given at the discretion of the Town Clerk. Casual bookings not paid in full by the required deadline will be considered to be cancelled.

### **Children and Young People**

Children and young people using the facilities are the sole responsibility of the hirer. The Caretakers will not be responsible for children and young people who have been dropped off at Council buildings without a responsible adult. Hirers organising activities for children and young people should make it clear to parents and guardians that they are responsible for ensuring that there is a responsible adult on site to supervise their children before leaving.

## **Health and Safety**

Hirers are responsible for all aspects of health and safety during the hire period and should acquaint themselves with the location of fire exits, fire extinguishers and their use – the fire and safety risk assessments along with the Special Conditions of Hire during COVID-19 will be sent to you when you complete your booking. Hirers are to keep fire exits clear during the use of the hall.

You must supply a risk assessment of your activity which includes COVID-19.

## **Fixings**

No nails, hooks, sticky tape or paste, nor anything else which might mark the decoration, structure or furnishings of the building, may be used.

## **Damages**

All damage done to the Council's property, furniture, furnishings and decoration, is to be assessed by the Town Clerk, whose decision shall be final. The cost of making good such damage shall be paid by the hirer.

## **Lost Property**

All items left by the hirer, unless agreed in advance with the Town Clerk, will be considered lost property and removed to storage by the caretakers where they will be kept for a period of one month. All items not collected after one month will be donated to charity.

## **Emergency Contact Numbers**

In case of emergency during office hours, telephone Penryn Town Council on 01326 373086

Out of office hours, telephone 07786 642640

**If the emergency is medical or fire, please dial 999 and contact emergency services first!!!**

Signed: ..... Dated: .....