

## **CLEVEDON TOWN COUNCIL – CONDITIONS OF HIRE**

Bookings are accepted on the following conditions:

### 1. APPLICATIONS

- 1.1 All applications for the hire of one or both of the Council House Meeting Rooms must be made to the Clerk of the Council on the approved booking form
- 1.2 The Council reserves the right to refuse any application or terminate at any time any agreement for hire made in consequence of any application and the Council is not obliged to give a reason for such refusal or termination.
- 1.3 Provisional bookings will be accepted on condition they are confirmed in writing, by way of a **signed official booking form, within 14 days of the date of the provisional booking.**
- 1.4 If not confirmed the Council reserve the right to let the facility to other applicants without notice.

### 2. FORMS OF USE, TYPES OF EVENTS PERMITTED / CAR PARK

- 2.1 The events considered would be seminars, training and meeting type events.
- 2.2 Small scale social events will be considered on provision of details.
- 2.3 Hirers may use the car park, including 1 disabled space. No vehicles larger than a mini bus permitted.

### 3. CHARGES

- 3.1 The hire charge shall be in accordance with the scale of charges set by the Council, details of which are attached.
- 3.2 There is a minimum charge for weekend and Bank Holiday bookings.
- 3.3 All payments must be made to the Clerk of the Council upon receipt of an official invoice. Cheques, postal orders etc should be made payable to 'Clevedon Town Council' and not to any individual member of the Council or its staff.
- 3.4 The Council reserves the right to charge a discretionary 10% deposit on non regular bookings.
- 3.5 The Council also reserves the right to review the scale of charges from time to time.

### 4. CANCELLATION CHARGES

- 4.1 For cancellations made, and acknowledged by the office, within 14 days of the hire date 10% of the hire charge shall become payable.
- 4.2 If less than 48 working hours notice of cancellation is given and acknowledged by the office, 50% of the hire charge shall become payable.
- 4.3 Should no cancellation notification be received and acknowledged by the office the full hire charge will be payable

### 5. SUB-LETTING

- 5.1 The Hirer shall not rehire or sublet the accommodation or any part thereof.

### 6. DAMAGE, LOSS OR ACCIDENT

- 6.1 The Council shall not be liable for loss of the hiring due to breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, Government restriction or disruption due to an act of nature which may cause the accommodation to close or the hire to be interrupted or cancelled.
- 6.2 The hirer will be required to make good any loss or damage to the premises and/or any such furniture or fittings.

- 6.3 The Council shall not accept any responsibility for the loss of or damage to any car or other vehicle, which in connection with the function may be brought or left within the precincts of the property.
- 6.4 The Hirer must ensure that no car or other vehicle is parked in any unauthorised position and the instructions given by the Clerk as to the parking of vehicles are fully observed.
- 6.5 The Hirer shall indemnify the Council against all liabilities, claims, costs or demands in respect of personal injury and/or loss or theft of property and/or damage howsoever caused arising from the hiring of the accommodation.
- 6.6 Hirers should take care to ensure the safety and well-being of users eg no loose trailing flexes, obstructions etc. A basic **First Aid Kit** is located in the kitchen.

## 7. FIRE PRECAUTIONS

- 7.1 It is against the law to smoke anywhere within the boundary of the Town Council Offices. Smokers are asked to use the side gate by the car park lamp and Hirers should ensure all persons are made aware of this and it is strictly enforced.
- 7.2 The Hirer must make themselves aware of the position of fire extinguishers and emergency exits. No exits may be blocked or restricted or fire appliances removed or tampered with in any way.
- 7.3 Highly flammable substances shall not be brought into or used in any part of the premises. No internal decorations of a combustible nature (eg polystyrene, cotton wool) shall be erected.
- 7.4 All refuse for disposal must be removed by the hirer
- 7.5 **If you discover a fire**
  - **DO NOT** attempt to put out a fire
  - Sound the alarm by immediately operating the nearest fire alarm point.  
These are located at:
    - Front Door Main Entrance
    - Room 2 – by Fire Exit
    - Room 1 - by Fire Exit
  - **Fire Alarm Signal** is a continuous siren, which can be heard above any other noises in the Town Council Offices and rooms.
  - **On Hearing the Fire Alarm**
    - Immediately evacuate the building
    - Leave by the nearest available exist
    - Leave the building in an orderly and responsible manner
    - **DO NOT** stop to collect personal effects or check to see if friends have left
  - **Evacuation Routes: -**
    - **Room 1** – Primary route - Fire door –push bar into lobby entrance door opens inwards. Path to the left around the building to the car park or down the path in front to the main road then left to the car park.
    - Secondary route – through room entrance door into the corridor past the kitchen and out of the main entrance
    - **Room 2** – Primary route – Fire door- push bar, across the garden to the gate adjacent to the cottage, follow the path around the building.
    - Secondary route – through room entrance door and out of the main entrance door.
  - **Assembly** - The designated fire assembly point is adjacent to the tree in the bottom corner of the car park. Please do not obstruct the entrance to the car park.
  - **Re-entry to Town Hall** The Clerk, Police Officer or Fire Officer would advise when it is safe to enter the building

## 8. ACCESS

- 8.1 The Clerk and any person authorised by her shall have the right of free and unimpeded entry at all times.
- 8.2 The hire of the accommodation does not entitle the Hirer to use or enter the accommodation at any time other than the specific hours for which the accommodation is hired unless prior arrangements have been made with the Clerk. All preliminary preparation must be included in the hours required, as the accommodation will only be made available for the times stated on the application form.
  - a) The Hirer is required to set up and clear away tables and chairs ensuring that they follow manual handling directives.
  - b) Any overstay will be charged at double the rate applicable at the time.

## 9. MAINTENANCE OF GOOD ORDER

- 9.1 The Hirer shall at all times during the function be responsible for the maintenance of good order and shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the accommodation and that no person shall trespass on parts of the accommodation not hired. The Hirer shall be responsible for any charge levied on the Council due to activation of the security system in the event of such trespass.
- 9.3 The Hirer shall ensure that a record is kept of the number of persons admitted to the premises and the number of persons leaving the premises to enable the number of persons present on the premises to be ascertained at any time. The record will be available for inspection by a Police Constable or Officer of the Fire Brigade.
- 9.5 The Hirer must provide adequate adult supervision in order to maintain good order both inside and outside the building.

## 10. ACCESS and VACATION OF PREMISES

- 10.1 The Hirer should ensure that the times shown on the booking form include and time needed to set up for the event and to clear up the event as per 10.2. NO access will be allowed prior to the allocated time without prior agreement; any additional time will be charged as per the charge list attached
- 10.2 The Hirer shall ensure the accommodation is vacated by all persons attending within the time specified on the booking form. All articles brought onto the premises in connection with the function shall be removed at the termination of the function as specified on the booking form otherwise a charge will be made of the Hirer for each day or part of a day until removed.
- 10.3 Should the premises not be vacated within the time specified any excess time will be charged at double the rate applicable at the time.
- 10.4 At the end of the hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition. Should extra cleaning be necessary the Council reserve the right to levy an additional charge.
- 10.5 The Hirer will be responsible for the security of the building during the event and not leave the premises until the caretaker has arrived or, by agreement, securing the front door by dropping the catch.
- 10.6 The Hirer shall ensure that the minimum of noise is made on arrival and departure.

## 11. CATERING

- 11.1 Hirers may undertake their own catering for light refreshments ie teas/coffee, warming and plating/presentation of food pre-prepared.

- 11.2 Hirers may engage a professional caterer to undertake the preparation and service of buffets, meals etc subject to approval by the Clerk of the Council acting on behalf of the Town Council.
- 11.3 A charge will be levied for the use of the kitchen as specified on the list of charges attached.
- 11.4 Crockery and cutlery (not glasses) are provided for light refreshment use but any breakages or losses will be charged. No tea towels are provided.
- 11.5 The Hirer and/or their caterer shall, when handling/serving food, observe all relevant food health and hygiene legislation and regulations.

## 12. LICENCES

- 12.1 No copyright dramatic or musical work shall be performed or sung without the licence of the copyright holder; such licence to be produced to the Clerk prior to commencement of the function. The Hirer shall pay the Council any fees relating to the Performing Rights Society charges where copyright music is used.

## 13. GENERAL

- 13.1 No additional lights or electrical extensions shall be used without the previous consent of the Clerk.
- 13.2 No bolts, tacks, nails, screws or any similar fixing/objects, nor any flags, emblems or posters shall be driven in to any part of the accommodation or affixed thereto without the previous consent of the Clerk.
- 13.3 The Council reserve the right to cancel bookings at any time prior to the date of the function if the accommodation shall not be available for any reason beyond its control.
- 13.4 The Hirer will sign a declaration that s/he will be responsible for all the conditions set out in this document.

## 14. DEFINITIONS

'The Council'	mean Clevedon Town Council
'The Clerk '	means the proper officer of the Council or the duly authorised representative
'function/event/use'	means the purpose for which the accommodation has been hired
'The hirer'	means the person signing the booking form and when signing on behalf of an organisation shall be jointly responsible with the organisation for the hire charge

HIRE CHARGES  
Effective from 1 October 2015

**LOCAL GROUPS – Voluntary, non-profit making and Charities**

A copy of your organisations letterhead showing charity status is required to apply for the following rates:-

	MEETING ROOM 1	MEETING ROOM 2
Hourly day rate 9.00am to 6.00pm	8.50	6.50
Whole day rate 9.00am to 6.00pm	55.00	45.00
Hourly night rate 6.00pm to 10.00pm	10.50	8.50

*KITCHEN*

Light Use – Tea/coffee making facilities only - £ 5.00 per session

Full Use – Preparation of food or outside Caterers - £ 10.00 per session

**COMMERCIAL GROUPS**

	MEETING ROOM 1	MEETING ROOM 2
Hourly day rate 9.00am to 6.00pm	16.50	13.50
Whole day rate 9.00am to 6.00pm	115.00	95.00

**WEEKENDS AND BANK HOLIDAYS**

A minimum charge of <b>£55.00</b> is applicable for weekends and Bank Holidays to cover special staffing requirements.		
Hourly day rate 9.00am to 6.00pm	16.50	13.50

*KITCHEN*

For Commercial, Weekend and Bank Holiday bookings

Light Use – Tea/Coffee making facilities only - £ 10.00 per session

Full Use – Preparation of food or outside Caterers - £ 20.00 per session

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- ❖ The Council reserves the right to charge a discretionary 10% deposit on non-regular bookings