

## **St Ives Town Council**

### **Terms and Conditions for Hire of Meeting / Function Rooms at the Guildhall, St Ives, Cornwall – to be kept by the hirer.**

If needed, please ask a member of town council staff for clarification on any of the terms and conditions set out below.

#### **Payment**

All bookings must be paid in full at least one calendar month before the date of the booking. Any booking not paid in full by the payment deadline will be considered to be cancelled and the deposit forfeited.

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**

Cancellations made giving more than one month's notice will incur no fee and a refund will be given of any payments already made.

If cancelling within a month of the booking, then a cancellation fee of 50% of the total hire charge will be applied.

#### **Opening and closing**

The agreed times of booking must be complied with, especially outside of normal office hours. 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 end time, the hirer must vacate the building and remove all their belongings. A failure to do so within 30 minutes will result in further hire charges being applicable.

#### **Supervision/Evacuation**

The Hirer shall, during the period of the hiring, be responsible for supervision of the premises and for all persons using the premises.

#### **Means of Escape**

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. The emergency lighting supply illuminating all exit signs and routes must be turned on for the duration of the booking.

#### **Health and Safety**

Hirers are responsible for all aspects of health and safety during the hire period and should make suitable provision for being aware of potential risks and how to address them.

No open flames are permitted on the premises.

## **Children and young people**

Children and young people using the facilities are the sole responsibility of the hirer and so parents and carers should be advised that this is the case.

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act 1989 and that only fit and proper persons who have passed the appropriate CRB checks have access to the children. The Hirer shall provide the Town Council with a copy of their Child Protection Policy (where relevant) on request

## **Accidents and Dangerous Occurrences**

The Hirer must report all accidents involving injury to the public or anyone associated with the hiring, to a member of Town Council staff **as soon as possible** and complete the relevant section in the Town Council's accident book.

## **Electrical Appliance Safety**

The Hirer shall ensure that any electrical appliances brought by them onto the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided, the hirer **must** make use of it in the interest of public safety.

## **Heating**

The hirer shall ensure that no unauthorised heating appliances shall be used on the premises.

## **Stored Equipment**

The Town Council accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property must be removed at the end of each hiring unless otherwise agreed with Town Council staff.

## **No Rights**

The Hiring Agreement gives permission only to use the premises for the use specified and confers no tenancy or other right of occupation to the Hirer. This Agreement does not confer any benefit to any person not named as a party to the agreement.

## **End of Hire**

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise, otherwise the Town Council may make an additional charge for any cleaning or other work to bring the room back to its original condition.

## **Emergency Contact Numbers**

During office hours, contact St Ives Town Council on 01736 797840 or Out of Hours caretaker tel: 07935011410

Please note that there is poor mobile phone reception at the Guildhall, so you may need to check in advance that your phone will have enough signal.

In case of Fire or Medical Emergency, dial 999 and contact the emergency services.