

# Chudleigh Town Council

## Terms and Conditions of Hiring Town Hall Rooms

1. Hire charges are based on the actual period of the booking and this includes setting up and dismantling time not just the hours booked for the event.
2. Payment to be made at the time of booking for all 'one off' bookings. Block bookings will be invoiced monthly, payment is required within 30 days of the invoice date, or as agreed. Cheques to be made payable to 'Chudleigh Town Council'.
3. All lettings are at the discretion of Chudleigh Town Council.
4. Chudleigh Town Council reserves the right to alter, amend or revoke hire charges, and its Terms and Conditions of hire.
5. A condition of hire is that all Hirers have Public Liability Insurance. Where a letting is considered by the Council to be commercial the Hirer will be required to produce a valid certificate of public liability insurance, prior to confirmation of the letting. Where a Hirer uses the services of a third party the Council requires a copy of the third party's public liability insurance.
6. Rooms once booked, cannot be transferred to another organisation or hirer.
7. Cancellations must be notified to the Clerk's Office at least two weeks prior to the event, otherwise a charge may be made.
8. The Hirer cannot be less than 18 years of age.
9. A member of staff will usually open up for a hire, but alternative arrangements may be made by the Council.
10. Every Hirer is required to carry out a risk assessment of their event and discuss the assessment with the Clerk's Office.
11. The Council will only apply for 12 special alcohol licenses in a calendar year and must approve in advance any application that may be made to TDC by a Hirer for such a license.
12. Where a Hirer is organising an event under the Teignbridge District Council or other licensing authority entertainment license requirements, they are responsible for carrying out the license requirements. The Rest Centre is licensed for 50 people, the Large Hall and Woodway Room 100 people and the Council chamber 25. The Council requires that such events have four clearly identified marshals in attendance and that they are familiar with the fire and emergency requirements.
13. The Hirer is responsible for the health and safety for their booking. In the event of an accident the Hirer must record the incident for their records and report the matter at the earliest opportunity to the Clerk's Office.
14. Hirers will be required to have a Personal Emergency Evacuation Plan in place for a member of their group who would require assistance to evacuate the building in the event of an emergency.
15. The hire fee does not cover extra cleaning after high-risk events (e.g., dances, parties, weddings etc.) for which a refundable deposit is charged.
16. Hire of wine glasses will require a £10.00 deposit, which will be refunded if wine glasses are returned unbroken and clean.
17. The halls/rooms to be left clean and tidy. If additional cleaning is required following an event the Hirer may incur additional charges.
18. NO SMOKING or VAPING anywhere in the building, at any time, including the Large Hall fire escape.
19. The Hirer MUST ensure that all safety/fire exits, and corridors are unobstructed, and is responsible for the supervision of the event(s) for the purposes of safety and protection of the premises, and those present in the building.
20. Following the letting Hirers must ensure that fire doors are closed, and the front door is locked and, where appropriate, the key returned.
21. Under no circumstances is the Hirer allowed to wash the floors in the Woodway Room or Large Hall.

22. No dogs or animals, except guide/hearing dogs may be brought onto the premises without prior agreement of the Town Clerk.
23. Parking on the forecourt is permitted but please ensure that you park considerately. It is essential that parked cars do not obstruct access/exit from the front door or from the fire escape.
24. Employees of the Town Council have the right to carry out their duties without threat of physical or verbal abuse and from physical violence. Any member of staff who believes that a member of the public is physically threatening them, or is abusive, will ask them to leave the building, and the Police will be called. Individuals may be subject to exclusion from all Council property under the Council's Banning Order. Further the Council reserves the right to refuse a Council facility to such a person and terminate any facility that has been agreed/booked by that individual whether on their behalf or that of a third party, organisation, or group.
25. Entry to the Town Hall and Forecourt is restricted to those having business with the Town Council during the Town Council Office opening hours, staff, and Town Councillors, and Hirers of rooms and their guests. The Town Council reserves the right to ban from any of its properties and curtilage, or managed properties, any individual or organisation that causes damage, is involved in a criminal act, or in any other way prevents authorised users of the Town Council premises from going about their lawful business.
26. CCTV cameras monitor the building internally and externally 24 hrs a day and may be used to determine times of hire.
27. The Town Council is required to make the Town Hall a safe and positive environment for children and vulnerable adults. Hirers are expected to do likewise. A copy of the Council's Child Protection Policy is available on request.

Please contact the Office during normal opening hours to hire a room, or for further guidance and assistance.