

Bodmin Town Council – Public Rooms Conditions of Letting

1. **APPLICATIONS** - All applicants for hire of the Public Rooms are to be addressed to the Facilities Administrator, Bodmin Town Council, Shire House, Mount Folly Square, BODMIN, Cornwall, PL31 2DQ.
2. **BOOKING FORMS/INSURANCE/DEPOSITS** - The hirer will be responsible for the hire charge as soon as the booking for the engagement has been accepted, and no engagement will be considered binding on the Council until a completed booking form together with a copy of the hirer's Public Liability Insurance has been received. A deposit of £50.00 must be received in the office two weeks prior to the event.
3. **BOOKING TIMES** – The hirer will be responsible for arriving at the appointed time to take over the room/s and for **securing** these at the end of the hire period and if leaving before a member of staff has arrived to take over. Hirers should adhere to the start and finish times they put on the booking form, as otherwise they may be liable to charges for the staff and room hire. **(Hirers are responsible for preventing unauthorised entry, and for all damage caused. In no circumstances should the building be left unlocked or unattended.**
4. **CANCELLATIONS** – All bookings shall be paid for, whether used or not, unless written notice or cancellation is received at least **three weeks** prior to the date booked or unless specifically agreed with the Town Clerk's Office in the case of long term series of bookings. All cancellations are to be confirmed in writing and addressed to the Facilities Administrator at the above address.
5. **PROVISIONAL BOOKINGS** - Any rooms that are booked provisionally are held for 4 weeks. If contact is not received within this period the Council reserves the right to remove the provisional booking from the diary.
6. **EMERGENCY EXITS/FIRE EXTINGUISHERS** - Hirers should fully acquaint themselves with the siting of Emergency Exits and Fire Fighting Equipment etc., and ensure that they understand how these operate and are responsible for advising their attendees accordingly. Main entrances and exits to the building should be kept unlocked at all times whilst the premises are in use. Responsible people must be appointed to assist the public, should an emergency arise and be fully conversant with the emergency procedures.
7. **FIRE REGULATIONS** - We would also draw your attention to the fire regulations which require that when the fire alarm sounds the premises must be evacuated immediately. All persons should assemble next to the black railings adjacent to the Shire Hall on the Mount Folly. The person in charge of the event will be responsible for ensuring that all persons attending the function have vacated the premises.

In the event of a test being undertaken of the fire alarm system the staff will ensure that the organisation using the premises are informed accordingly. In these circumstances there will be no need to vacate the premises. It is the hirer's responsibility to record and keep an accurate attendance list of persons attending their booking as part of any fire risk assessment. This list must then be used by the hirer to check that all persons are accounted for at the designated muster / assembly point. In the event of an emergency, it is the hirer's responsibility to report any missing persons to the emergency services.

8. **LICENCE** - The Public Rooms is licensed Mondays to Sundays from 9.00 a.m. to 11.30 p.m. for Music, Singing, Dancing & Entertainment of a similar description.
9. **COPYRIGHT MUSIC** - The hirer is required to observe all regulations.
10. **NO SMOKING** - Please note all Town Council properties operate a **No Smoking** policy.
11. **BAR FACILITIES** - Event organisers wishing to hold a bar must apply in writing to the Facilities Administrator to use a Temporary Event Notice of which Bodmin Town Council have a limited number. Once permission has been granted, to obtain a licence the application form must be submitted to Cornwall Council and a copy sent to Bodmin Town Council.

Event organisers using the bar facilities should ensure that a sufficient system is in place to prevent patrons taking bottles and glasses from the premises and that customers are encouraged to leave the premises quietly.
12. **DOOR/ENTRANCE STAFF** – Where door/entrance staff are used they should be trained in personal and social responsibilities, with particular emphasis on the safety and well being of customers, other members of staff and local residents. The Council may stipulate the requirement for hirers to provide Security Industry Approved (SIA) door staff for certain events. Should this be the case, hirers will be notified of this requirement in writing by the Council.
13. **DECORATING** - No nails, hooks or paste, nor anything else, which may mark the decoration, structure or furnishings of the rooms, may be used.
14. **DAMAGE TO PROPERTY** - All damages done to Council property, furniture, furnishings and decoration are to be assessed by the Town Clerk, whose decision shall be final. The hirer shall pay the cost of making good such damages. The hirer's goods may be retained until all monies due have been paid and may be sold by the Council after 3 weeks if the charge remains unpaid.
15. **REMOVAL OF GOODS** - Hirers not removing goods or decorations, without agreement with staff, on the day of hiring will be charged for an additional day.
16. **LOSS/DAMAGE OF PROPERTY** - Will you please note that the Council cannot accept liability for any loss of or damage to property bought into or left in the Public Rooms in connection with any hiring.
17. **ADVERTISING EVENTS** - The Council will not tolerate the fixing of posters and bills to any properties in the Town other than the proper hoarding of the advertising companies and the Town Council's notice boards (Mount Folly), to whom application should be made. Any hirer offending in this respect will be refused future hiring and will be liable to prosecution.
18. **AMENDMENTS** - The Council reserves the right to amend the charges and these Conditions at anytime.