

Bodmin Town Council-Shire House Complex Conditions Of Letting

1. **APPLICATIONS** - All applications for hire of the Shire House or Suite 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 function has been accepted, and no function 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 and if requested, the deposit has been paid. Weddings and weekend functions require payment in full 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, if leaving before a member of staff has been detailed to take over (particularly for evening bookings). Hirers should adhere to the start and finish times they put on the booking form, otherwise they may be liable to additional charges for 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. **LATE LOCKING CHARGE** - The Shire House is secured at 8.30 p.m. Monday – Friday, hirers wishing to use the rooms after this time are required to pay a late locking charge of £15.00 plus VAT.
5. **CANCELLATIONS** - All bookings must be paid whether used or not, unless written notice of cancellation is received at least **Three Weeks** prior to the date booked, or unless specifically agreed with the Town Clerks Office in the case of a long term series of bookings. All cancellations are to be confirmed in writing and to be addressed to the Facilities Administrator at the above address.
6. **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.
7. **EMERGENCY EXITS / FIRE EXTINGUISHERS** - Hirers should fully acquaint themselves with the location of Emergency Exits and Fire Fighting Equipment, and ensure that they understand how these operate and are responsible for advising their attendees accordingly. Responsible people must be appointed to assist the Public, should an emergency arise and be fully conversant with the emergency procedure.
8. **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 outside in the Priory Car Park by the pay and display machine (Priory 1) and 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, Town Council 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.

9. **ACCESS TO SHIRE HOUSE** - Access to the hired room/s in the Shire House is via the ramped access and entrance door to the side of the building.
10. **LICENCE** - The Shire House Suite is licensed Mondays to Sundays, 9.00 a.m. – 11:30p.m. for Music, Singing, Dancing & Entertainment of a similar description.
Any requests to use the Bar must be made in writing and supervised by a Personal Licence Holder. For further details and permission please contact the Facilities Administrator on 01208 265982.
11. **CATERING** - Catering Facilities are no longer provided in-house and hirers are not permitted to bring their own food onto the premises. We provide a list of caterers who are prepared to offer catering for events in the Shire House Complex. They all have current liability cover and the relevant food hygiene certificates.
12. **COPYRIGHT MUSIC** - The Hirer is required to observe all regulations.
13. **NO SMOKING** - Please note all Town Council properties now operate a No Smoking policy.
14. **DECORATING** - No nails, hooks, sticky tape or paste, nor anything else which might mark the decoration, structure or furnishings of the Complex, may be used.
15. **DAMAGE TO PROPERTY** - 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. The Hirer's goods may be retained until all monies due have been paid and may be sold by the Council after three weeks if the charge remains unpaid.
16. **REMOVAL OF GOODS** - Hirers not removing goods without agreement with staff on the day of hiring will be charged a storage fee equivalent to a full day hire charge for each day as necessary.
17. **LOSS / DAMAGE OF PROPERTY** - The Council cannot accept liability for any loss of or damage to property brought into or left in the Shire House/Suite in connection with any hiring.
18. **ADVERTISING EVENTS** - The Council will not tolerate the fixing of posters and bills to any properties in the Town other than the proper hoardings of the advertising companies and the Town Council's notice boards (Mount Folly and in the Council Offices), to whom application should be made. Any Hirer offending in this respect will be refused future hiring and will be liable to prosecution.
19. **AMENDMENTS** - The Council reserves the right to amend the charges and these Conditions at anytime.