



## **Bodmin Town Council**

### **Shire House Suite / Shire House Conditions of Letting**

**APPLICATIONS** – Applications to hire the Shire House Suite / Shire House can be made to the Facilities Administrator by email on [bookings@bodmin.gov.uk](mailto:bookings@bodmin.gov.uk) or by post to Bodmin Town Council, Shire Hall, Mount Folly Square, Bodmin, Cornwall, PL31 2DQ.

The hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

**BOOKING FORMS** – The hirer will be responsible for the hire charge as soon as the booking for the function has been accepted. No function will be considered binding on the Council until an application form has been completed.

**HIRE FEES** – (minimum hire 3 hours)

Charitable/not for profit/community group	- £6 per hour
Private hire/function/party	- £8 per hour
Commercial/business/for profit organisation	- £20 per hour

**BOOKING TIMES** – The hirer will be responsible for contacting Bodmin Town Council Community Services by calling 01208 76616 to obtain entry during the Council reception's normal opening hours. Hirers should adhere to the start and finish times they put on the booking form, otherwise they may be liable to additional charges for room hire. Please ensure that any contractors etc. are aware of the hire period and that they will not be able to enter before or leave after the hire period. Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period.

**PROVISIONAL BOOKINGS** – Any rooms that are booked provisionally are held for 2 weeks. If contact is not received within this period, the Council reserves the right to remove the provisional booking from the diary.

**BLOCK BOOKINGS** – Please note a block booking must consist of a minimum of 10 weeks. Bookings for under 10 weeks are deemed a regular casual booking. Applications will only be accepted for a maximum period of one year between the first day of April and the last day of March the following year. Please note that block bookings cannot be made over weekends (i.e., on Saturdays or Sundays).

**USE OF PREMISES** – The hirer shall not use the premises for any purpose other than that described in the booking application form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies. **Hirers are responsible for securing the Shire House / Suite upon leaving, preventing unauthorised entry, and for any damage caused. In no circumstances should the building be left unlocked or unattended.**

**DAMAGE TO PROPERTY** – All damage 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.

**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's hire charge for each day as necessary. If damage to Council property has been caused *and* the hirer has not removed their goods as agreed with staff, all such goods may be retained until all monies due have been paid and may be sold by the Council after three weeks if the charges remain unpaid.

**CLEANING** – Please leave all areas of the Shire House / Suite and toilets clean and tidy. We ask you to ensure tabletops are wiped clean before being stacked in the storeroom. Please remove all rubbish and take it with you when you leave. For large events, e.g., parties and wedding receptions, we advise booking the relevant room for the following morning to allow time to clean up. If any part of the premises used is left in an unsatisfactory condition, there will be a cleaning charge of £25.00.

**SESSION TIMES** – The minimum hire time is 3 hours; additional time will be charged at the appropriate hourly rate, Monday – Friday inclusive.

Morning: 8.30 a.m. – 12.00 p.m.

Afternoon: 12.30 p.m. – 3.00 p.m.

**CANCELLATIONS** – Cancellations must be confirmed in writing or by email to the Facilities Administrator at least **one full week** prior to the date booked, otherwise the booking will be charged in full, whether used or not. Bodmin Town Council also reserves the right to cancel bookings by providing at least one month's written/email notice. Bodmin Town Council reserves the right to cancel this hiring by written notice to the hirer in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- (b) the Council reasonably considering that such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or that unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- (c) the premises becoming unfit for the use intended by the hirer due to circumstances beyond the Council's control.

In any such case, the Council shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

**FIRE REGULATIONS** – Hirers must acquaint themselves with the location of emergency exits and firefighting equipment, ensure that they understand fire procedures and be responsible for advising their attendees accordingly. All means of EXIT from the premises must be kept free from obstruction and immediately available for instant public exit. Should the fire alarm sound, 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, Council staff will ensure that the organisation using the premises is informed accordingly. In these circumstances there will be no need to vacate the premises.

**CAPACITY** – The number of people on the premises shall not exceed the number permitted under the premises licence granted in respect of the premises (165 seated, 300 maximum).

**LICENCE** – The Shire House Suite is licensed Mondays to Sundays, 9.00 a.m. – 11:30 p.m., for music, singing, dancing and entertainment of a similar description.

**CATERING** – Catering facilities are not currently provided in-house. Hirers may use the small kitchen to provide refreshments. Use of the large kitchen is by prior arrangement with the administrator and may be subject to an additional charge.

**NO SMOKING** – Please note all Council properties operate a No Smoking policy.

**DECORATING** – No nails, hooks, sticky tape or paste, nor anything else which might mark the decoration, structure, or furnishings of the Shire House / Suite may be used.

**LOSS / DAMAGE OF HIRER 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.

**RIGHTS** – The hiring agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the hirer.

**AMENDMENTS** - The Council reserves the right to amend the charges and these conditions at any time.

**For further details, please contact the Facilities Administrator on 01208 76616.**