

LISKEARD TOWN COUNCIL

PUBLIC HALL COMPLEX



3/5 West Street

LISKEARD

**HIRING**

**RULES AND REGULATIONS**

The application form should be completed and returned to The Town Clerk,  
3/5 West Street Liskeard, PL14 6BW together with the necessary fees

LISKEARD TOWN COUNCIL

PUBLIC HALL COMPLEX

REVISED RULES AND REGULATIONS

The scale of charges for the use of the Public Hall is reviewed annually and the charges are inclusive of heating and standard room lighting.

The Hiring Rules and Regulations applying to the lettings of the Public Hall facilities may be amended as the Town Council see fit and all applicants should ensure they have read and fully understood their obligations. No responsibility can be accepted by the Authority unless the Rules and Regulations are abided by and the necessary Letter of Indemnity and agreed to by a responsible person which must be deposited with the Town Clerk's Office prior to the hiring date(s).

## LISKEARD TOWN COUNCIL

### PUBLIC HALL COMPLEX RULES AND REGULATIONS

The Owners of the Public Hall, the Mayor, Councillors and townspeople of Liskeard, are hereinafter referred to as "The Authority".

The expression "the Public Hall" includes the Public Hall and all rooms and facilities in connection therewith or any of them.

#### 1. APPLICATIONS

Applications for the Public Hall Complex shall be made only on the recognised Application Form and can only be accepted from persons over 18 years of age whom will be present at the at the event.

#### 2. DISCOS AND SIMILAR DANCES

Applications for the use of the Public Hall for Discos and similar dances can only be accepted at the discretion of the Town Council; and, if granted, a cash bond of £100 will be required to cover the cost of any damage caused and which will be repaid one week following a satisfactory inspection of the premises (See also Clause 7).

The organiser(s) of the Disco or similar dance shall submit to the Town Clerk, the **names and addresses of four competent Stewards** who will be on duty during the whole period of the booking. They will be responsible for keeping order and the eviction of undesirable elements (see also Clause 10).

#### 3. PAYMENT OF HIRING FEES

On the delivery of the application form to the Town Clerk, duly signed and completed, the hirer shall make payment as follows: -

Full payment on booking for one-day session(s);

For longer periods, full payment or for regular hirers, deposit negotiable

No exception to this rule will be permitted.

Deposits will only be returned in very special circumstances after consideration by the Council.

A booking is confirmed only when the application form and appropriate payment have been received.

Any balance of the hiring fee shall be paid in advance or within 30 days of the day of the invoice being raised.

Bookings made more than 6 months ahead may be subject to subsequent price rises.

#### 4. LIGHTING & AUDIO SYSTEMS

If the lighting and audio equipment is to be used, separate charges are incurred, which are issued with the schedule of charges and must be operated by a suitably competent person as named on the booking form.

#### 5. PERFORMING RIGHT SOCIETY AND PHONOGRAPHIC PERFORMANCE LIMITED

An amount to cover Performing Right Fees (PRS) and/or Phonographic Performance Limited (PPL) will be charged, based on the printed Schedule of Charges, for bookings in the Public Hall Complex involving music of any kind, to cover the actual fee required from the Town Council for the TheMusicLicence (see also Clause 23).

#### 6. SALE OF INTOXICATING LIQUOR

No intoxicating liquor shall be sold or consumed on the premises without a fee being paid, as stated in the schedule of charges, payable on a 'per session' basis for the use of the bar, which will be added to the hirers invoice. Where a function is licensed for the sale of intoxicating liquor, the hirer(s) is/are hereby informed that responsibility lies with him/her/them that no person under the age of 18 is to be served or knowingly supplied with alcohol, the hirer must inform the licensee of this fact.

#### 7. NO SMOKING

Liskeard Public Hall complex is a strictly non-smoking site - including all external porches and passageways. This includes the use of items such as candles and all other smoke generating items or equipment that may trigger the Public Hall fire alarm system. Failure to comply with this regulation may result in a false activation of the fire alarm system, and the hirer being charged for any subsequent call out and alarm resetting fees.

Smoking of any kind, including the use of an electronic cigarette or any other smoke or vapour inhaled product, is not permitted in Liskeard Public Hall Complex and may result in immediate repeal of your booking. No monetary refund for the hire of the hall granted in these circumstances.

#### 8. FIRE SAFETY

It is the hirer's responsibility to read, understand and comply with the Fire Safety Guidance notes and to fully familiarise themselves and their appointed marshals and stewards with the layout of the building, its escape routes and fire fighting equipment. Particular attention should be paid to maintaining clear escape routes and exits, including external areas, at all times.

#### 9. DAMAGE

The hirer shall pay for all loss and /or damage that may occur or occasioned to the Hall, or the fixture, fittings, furniture, articles, equipment and items belonging to the Authority or for which they are directly or indirectly responsible, therein during the occupation, such damage or loss being assessed by the Authority's representative.

The hirer shall leave the Hall and the floors, fixtures, fittings, furniture, articles equipment and items therein in as clean and good order and condition as they were at the time of entry.

No pins, nails or adhesive materials are to be affixed to the walls, woodwork, or stage and hall curtains under any circumstances. Blu-Tack can be utilised following consultation with the Caretaker or his Deputy.

#### 10. MISUSE OF HALL

If the Hall is used or proposed to be used by the hirer and any other person for a purpose different from that for which it was taken, The Town Clerk, in consultation with the Authority's representative, may at any time cancel the booking or put a stop to the entertainment or proceedings.

#### 11. PUBLIC SAFETY

If any alterations to the building are contemplated, either in re-arrangement of public accommodation or exists, equipment or otherwise, the Authority must be first consulted to ensure that the proposed alterations are acceptable from the point of view of public safety.

Risk Assessment: A suitable and sufficient risk assessment must be undertaken prior to the commencement of the hire and a copy signed and handed in to the Liskeard Town Council Office – a template can be supplied on request. Further information and guidance can be found at [www.hse.gov.uk](http://www.hse.gov.uk).

#### 12. DISORDERLY BEHAVIOUR

Any drunken or disorderly person must be expelled from the premises by the hirer's stewards.

#### 13. RIGHT OF ENTRY

The Town Clerk, Caretaker, and any Member of the Town Council shall at all times have free ingress and egress to and from the Hall.

#### 14. CLEARING OF HALL

The Hall shall be closed and cleared of all persons and equipment / belongings by the time specified in the letting.

#### 15. ADDITIONAL FURNITURE

If any additional furniture is required, it must be provided by the hirer at his own expense. The movement of the Authority's pianos, furniture or fittings is forbidden unless previously agreed with the Town Clerk and will then only be permitted whilst under the supervision of the Caretaker or his Deputy.

16. FLAMMABLE ITEMS ETC

All articles of an inflammable or explosive character and all articles producing an offensive smell and all steam, electric; gas and other engines are excluded from admission into the buildings without the prior consent of Council and then only in very exceptional circumstances.

17. SCENERY ETC

All scenery, decorations, drapery, curtains, and similar hangings on or about the stage shall be rendered and maintained flame-resisting. Cotton wool shall not be used for scenery or decorations, whether or not treated with flame-resisting solutions. The scenery may be tested from time to time by an officer of the Authority and must satisfy the approved requirements. Plywood, other thin wood or paper decorations shall not be used in the construction of scenery except in accordance with such conditions as may be imposed by the Licensing Authority. Scenery or properties shall not be used or kept in any part of the premises other than on the stage.

Scenery and properties, other than that/those required for use in the current production, shall not be kept on the stage except with the permission of the Licensing Authority. The stage shall not in any circumstances be congested with scenery or properties or the exits there from obstructed during performances. Scenery or properties shall not be placed on the auditorium side of the curtain except with the permission of the Licensing Authority.

18. CARETAKER

The Caretaker's duties include arranging the Hall, opening and closing the doors before and after any event and attending to the lighting, heating and ventilation. All hirers shall strictly comply with the Caretaker's instructions at all times.

19. SUB-LETTING

The Halls shall not be sub-let without the sanction of the Town Clerk in consultation with the authorised Authority representatives.

20. RESPONSIBILITY OF THE AUTHORITY

The Authority and its officials and servants will not in any circumstances be responsible for any damage, injury, to loss of goods or property brought into the Hall for exhibition, sale or other purposes, or for goods or property left in the Hall by the hirer or persons attending any meeting or function therein, or for damage or injury to the person of the hirer or any persons being in or about the premises while the use of the hirer, and the hirer shall and hereby indemnify the Authority, its officials and servants against any claims which may be made upon them in respect thereof and in accordance with the Letters of Indemnity herein before stated.

## 21. PROPERTY OF HIRER

All articles and property belonging to the hirer or brought into the Hall during his/her/their occupation thereof shall be removed from the premises on completion of the event unless the Hall has been hired for clearing after the event. If this regulation is not complied with the Authority may remove such articles and property to any other place they think fit and shall not be responsible for any loss or damage to the said articles and property whilst in their possession. Any costs or labour charges incurred arising out of the foregoing shall be the responsibility of the hirer(s) who will be charged accordingly.

## 22. INSURANCE RISKS

Nothing shall be done or brought within the Hall, which in the opinion of any Authority representative will involve extra risk to the Buildings or property of the Authority, or property for which the Authority are directly or indirectly responsible, or increase the premium for fire insurance unless specially sanctioned and then only upon the payment of such extra premium as may be required by the insurance office covering the risk.

Naked lights are prohibited at all times, and no departure from this rule will be permitted under any circumstances.

## 23. STEWARDS / MARSHALLS

The hirer shall provide at his own risk and expense, any stewards who may be required at the Entrance Doors and/or for any other purpose and shall provide and pay for these services. Any booking for a function to which numbers of the Public will be admitted must be accompanied by the names and addresses of not less than four competent persons or one for every fifty persons attending the event, whichever is the greater, who will be acting as stewards. Stewards must be approved by the Town Clerk before final confirmation of the Booking (see also Clause 2).

## 24. SEATING AND ACCESS

Free access to the doors of the Hall must be maintained and the passages, gangways, and staircases must be kept free of obstruction of any sort at all times. Gangways must be kept clear at all times to comply with Fire Regulations.

If the stage is used to accommodate part of the audience or displays where the public have access, then the special safety rails available must be in position at the direction of the Caretaker.

The following attendance limits for the Public Hall must be strictly observed to comply with the Fire and Safety Regulations. Please note maximum seated capacities are dependent on layout.

Public Hall 250 + Balcony + under Balcony	(Dancing 400) - (Standing 500)
Public Hall with Grand Piano	216
Balcony	26
Stage (Seated)	35
Wheal Phoenix Room	40
Emily Hobhouse Room	35
Under Balcony	24
Quimperle Room	40
New Liskeard Room	25
Council Chamber	30

When all seats are occupied no standing will be allowed at the rear or sides of the Hall. Any infringement of this rule will mean that no future bookings would be accepted.

## 25. DELIVERY OF GOODS ETC

(i) Except for hirings of the Emily Hobhouse Room, goods, exhibits, furniture, props, heavy, sharp or bulky objects, shall only be brought into the Public Hall Complex and taken by way of the Barras Place entrances. The platform lift must not be used as goods lifts.

(ii) The hirer(s) or their guests are expressly forbidden from entering or using any other part of the building(s) other than that part, which is hired, excepting the toilets made available to the hirer(s).

(iii) Cookery Demonstrations may be held in the main Public Hall and the Hobhouse Room ONLY and ONLY electrical heating may be used within the premises. Prior notice of any proposed cooking, other than in the designated kitchen areas, must be given due to the sensitivity of the fire alarm smoke detectors.

(iv) Letting of Kitchen Facilities hirers may hire the semi-commercial kitchen facilities at an additional cost subject to availability – see schedule of charges. Independent access is available to the semi commercial kitchen to all rooms with exception of the New Liskeard Room.

(v) Cooking facilities – semi-commercial kitchen. Hirers should note that the main kitchen is on the first floor and is for cooking purposes. The semi-commercial kitchen is only to be operated by persons competent with the use of the equipment.

(vi) Jumble Sales Hirers must ensure that all rubbish and other articles are removed at the close of the Jumble Sale and the rooms left in a clean and tidy state.

(vii) Letter of Indemnity Hirers must carry adequate insurance cover particularly for public events and the terms and conditions of such insurance must be submitted to the Town Clerk's Office for perusal and approval.

(viii) Dogs No dogs, other than Registered Assistant dogs, are permitted to enter premises.

(ix) Sale of Antiques. The hiring of the Authority's premises for the sale of antiques is strictly confined to antiques and no reference should be made to a Flea Market, although reasonable bric-a-brac would not necessarily be precluded.

(x) LPG and Naked Flames the use of portable gas and naked flames are strictly forbidden both inside and outside, or in any part of the premises.

26. Plastic Free - Liskeard Town Council has signed up to the Plastic Free Liskeard campaign and has committed to ban all single use plastics from its premises by 2020 This includes items such as plastic cups, plates, spoons etc. but please help us by thinking carefully about your meeting or event and find alternative to single use plastic items. Please also take care to recycle as much of the waste generated by your activities as possible.



27. COPYRIGHTS ETC

The hirer shall not use the Hall for performances in public of any dramatic or musical work or for the delivery in public of any lecture in which copyright subsists without the consent of the owner of the said copyright or in any other manner infringe any subsisting copyright.

The hirer will and hereby does indemnify the Authority against all sums of money, which the Authority may have to pay by reason of any infringement of copyright occurring during the period of hire covered by this agreement.

28. CANCELLATIONS

(a) In the event of the Hall being required for any public purpose by the Mayor, the Authority, or the Town Clerk, on any day on which it may have been granted or hired, the hirer will be required to give it up and the booking cancelled, in which case the booking fee will be refunded. No claim for compensation will be entertained on account of the booking being cancelled.

(b) In the event of hirer's cancellation – see scale of hiring charges

29. DECISION OF AUTHORITY

The Authority's decision on all matters relating to the hire of any Hall under this Agreement is final and binding.

30. SUPERSESION OF PREVIOUS RULES

The issue of these Rules and Regulations dated 10 September 2019 supersedes any previous sets of Rules, etc., published hitherto.

TOWN CLERK (for and behalf of the "Authority")