



Conditions of Hire

For the purpose of these conditions the terms 'Hirer', 'you' or 'your' mean an individual hirer or the authorised representative of an organisation. The term 'we' or 'council' mean Liskeard Town Council. The term 'event' means the function specified in the Agreement. Hirers are advised to view the facilities in advance of any booking.

1. GENERAL

- All fees and charges are reviewed annually
- Any hirer must be over the age of 18
- Rooms must be left in a fit state for use at the end of the hiring period
- The Council reserves the right to refuse a booking without giving any reason

2. PERIOD OF HIRE

The premises are available from 8:30 to 21:30 (earlier or later by arrangement – please contact reception@liskeard.gov.uk).

3. FEES AND CHARGES

Fees are set out in the Public Hall Hire Charges.

4. PAYMENT

- Payment terms: payment terms are strictly 30 days. Payment in full will be required for new customers. Further information about the Town Council's Credit Management Policy & Procedures is available at <https://www.liskeard.gov.uk/key-documents/policies-and-procedures/>.
- Holding deposits: a holding deposit of 50% (minimum £50.00) or payment in full if the invoice is less than £100.00 is required **before** a reservation will be confirmed for all main hall bookings
- Damage deposits: we reserve the right to charge a damage deposit. Damage deposits will be refunded after the event if the conditions of hire are complied with.

A booking can only be confirmed when the completed and signed booking form has been received by us together with any deposit. We may request to see copies of your Public Liability Insurance, Safeguarding Policy and a risk assessment.

5. CANCELLATION

We reserve the right to cancel a booking at any time. Our decision will be final, any fees paid will be returned to you and you agree to accept in full settlement of all claims, costs, losses, and damages that you might otherwise have against us arising from the cancellation.

The hirer must give the following notice for a cancellation:
Main Hall four-weeks, all other rooms one-week. Deposits outside of these terms are non-refundable.

6. ADDITIONAL STAFF HOURS

Where it is necessary for staff to work extra hours to prepare for an event or to clean afterwards you will be invoiced for the cost as set out in the Public Hall Hire Charges.

7. ASSIGNMENT OR SUBLETTING

Without our written consent you must not assign the agreement for hiring, sub-let any or all of the premises, or use the premises for any purpose other than that is specified on the booking form. Where consent is given, the organiser

will be charged the standard fee for all accommodations used.

8. RESTRICTIONS ON THE USE OF THE PREMISES

Restrictions applying to **all** events:

- **STRICTLY** no smoking, vaping or e-cigarettes anywhere in the Public Hall, including entrances, lobbies, porches and external passageways
- No naked flames (this includes camping stoves and candles)
- No toxic, hazardous or highly flammable substances including gas cylinders
- No portable heaters
- Pets are not permitted, but assistance pets are welcome
- No confetti or glitter unless by prior arrangement. An additional cleaning fee may be applied
- Helium balloons are allowed but please ensure they are firmly tied down
- No commercial bingo allowed
- No shows involving animals are allowed
- **STRICTLY** no haze, fog, smoke, lasers, dry ice or other special effects without the written consent of the Town Council (see Fire Safety)
- No storing of equipment in the external corridor, lobby areas or stairwells
- All portable electrical equipment must have had a PAT test within the last 12 months
- No ladders, tower scaffolds, scissor lifts, hop-ups without written consent of the Town Council.

9. ACCESSIBILITY

Both the hirer and the Town Council must comply with the legal and regulatory requirements. If an attendee has specific needs, hirers should liaise with the Town Council so that we can help accommodate them (e.g. accessible seating, evacuation plans etc.).

10. HEALTH AND SAFETY

The Town Council has a generic risk assessment for the Public Hall that is available to view at -

<https://www.liskeard.gov.uk/services-info/hire-the-hall/>. If

you are holding a larger event, for example, an exhibition, theatre performance or conference, then you will need to complete your own risk assessment.

There is a template here:

<https://www.liskeard.gov.uk/services-info/hire-the-hall/> or

you can use your own. If you require any help, please contact reception@liskeard.gov.uk.



11. SAFEGUARDING

The Liskeard Town Council expects that any organisation wishing to provide, or providing, services where staff are employed to work directly or indirectly with children, young people or vulnerable adults are able to demonstrate standards of safeguarding commensurate with those expected of statutory organisations. Hirers will be required to provide a copy of their Safeguarding Policy if the hire of the premises involves children, young people or vulnerable adults.

Please refer to <http://www.cornwall.gov.uk/schools-and-education/parent-support-and-advice/children-in-entertainment/> for further guidance on chaperoning children in entertainment and the legal requirements.

12. FIRE SAFETY

Designated emergency escape routes and fire exits must be **ALWAYS** kept clear. You must not conceal or obstruct access to any firefighting equipment, emergency signs or call points. The ramp in the Main Hall must remain in situ at all times. All hirers are required to familiarise themselves with the Emergency Evacuation Plan found in each room and online at <https://www.liskeard.gov.uk/fire-evacuation-documents/>.

Strictly no naked flames, smoke, fog, haze or dry ice machine, lasers or pyrotechnics. Pyrotechnics means apparatus or other devices used to produce smoke, coloured smoke, or firework type effects without the prior written consent of the Facilities Manager - an additional fee may be applied to cover the admin costs associated with notifying our insurers, fire alarm company, etc.

13. CAPACITY

The maximum seated capacity in the Main Hall is 217. Seating will be set up by Town Council staff and the layout must not be changed or added to without consent.

Approximate capacities:

- Main Hall - seated 217 / standing 434
- Wheal Phoenix Room - 36 seated
- New Liskeard Room - 20 seated
- Emily Hobhouse Room – 35 seated
- Quimperle Room – 35 seated
- Council Chamber – 18 seated
- Mayors Parlour - 12 seated

Maximum capacities are different for each layout – please see Public Hall Hire Charges. All capacities are subject to risk assessment.

14. LICENSING

For more information on the Public Hall license arrangements please see <http://www.liskeard.gov.uk/services-info/hire-the-hall/>.

15. HARRASSMENT AND BAD BEHAVIOUR

The Town Council has a zero-tolerance policy towards harassment and bad behaviour. Anyone experiencing or

witnessing harassment should report it immediately to a member of Town Council staff. All complaints will be dealt

with promptly. We reserve the right to immediately eject someone from the premises following a report of harassment.

16. WASTE & RECYCLING

Waste must be separated using the bins provided (general waste, dry mixed recycling, food waste including tea bags). Hirers are permitted one bag of general waste, one bag of dry mixed recyclables and one caddy of food waste. Any rubbish over and above these amounts will be chargeable – please see Public Hall Hire Charges.

17. PROMOTION

The Town Council can display banners on the outside of the Public Hall by arrangement. Leaflets and posters can be displayed in the Public Hall to promote events. The Town Council can also promote events via <https://www.visitliskeard.co.uk/> and the Town Council's social media. Fly-posting in connection with any event is not allowed.

18. INFLATABLES

Inflatable play equipment (like bouncy castles and slides) can pose serious risks if not managed properly. Hirers must comply with the legal and regulatory requirements and provide evidence of

Public Liability Insurance and a risk assessment. All inflatable equipment must be supervised by a suitably trained and competent adult at all times. All equipment must be PIPA or ADIPS certified.

19. LIGHTING AND AUDIO

No food or drink to be consumed whilst operating Town Council equipment. All equipment to be operated by a suitably trained and competent adult. All settings to be reinstated to their default at the end of an event. Any damaged or missing equipment must be paid for.

20. LOADING/UNLOADING

The main entrance on West Street and level access on Barras Place can be used to load or unload goods or passengers. Loading must not cause an obstruction and must be continuous i.e. no parking. Do not park on the pavement and avoid school times. Do not use the platform lift for transporting heavy items, use the level access via Barras Place. All items that belong to you must be removed at the end of the hire period and the Town Council reserves the right to disposed of any left items and recover cost from the hirer.

21. CATERING

Anyone using the semi-commercial kitchen must have received instruction on how to safely use the equipment. You must ensure that anyone preparing or serving food complies with the legal and regulatory requirements. No glass is permitted in the semi-commercial kitchen.

22. LOST PROPERTY

Lost property will be held for 14-days.