

GRAMPOUND WITH CREED TOWN HALL LETTING POLICY

1. Those admitted to 'Grampound with Creed Town Hall' must observe the conditions and regulations.
2. The Parish Council reserves the right to refuse admission, or to evict any person from 'Grampound with Creed Town Hall'.
3. All bookings should be made within 48 hours of the hire. Payment should be made before the hire takes place, unless by prior special arrangement.
4. No young person, under the age of 18 may use any of the facilities without adult supervision. Casual use excluding, hiring may only be made by those over 18.
5. Leave as found, clean and tidy equipment away.
6. All periods of hire are inclusive of setting up and setting down time. This should be borne in mind when making bookings.
7. For block bookings, prospective hirers should specify exact dates.
8. One month's notice of the termination of an agreement should be offered on both sides.
9. The Parish Council reserves the right, at their discretion, to determine the availability of facilities and to cancel sessions without notice.
10. Any damage done to 'Grampound with Creed Town Hall' property and equipment - fair wear and tear accepted - will be made good by the Parish Council, and the cost thereof will be the liability of the hirer and in part may be deducted from any deposit paid.
11. Smoking is not permitted anywhere in 'Grampound with Creed Town Hall'.
12. Drinking alcohol is not permitted anywhere in 'Grampound with Creed Town Hall' except with the express prior permission of the Parish Council.
13. Only service dogs are admitted to 'Grampound with Creed Town Hall'.
14. The hirer will be responsible for the safekeeping of their own belongings.
15. Under no circumstances will the Parish Council accept responsibility for, or liability in respect of any damage, theft or loss of any property, goods or other articles placed, deposited, brought into or left upon the premises either by the hirer, for his or her use or purposes, or by any other person.
16. Anyone entering or using 'Grampound with Creed Town Hall' does so at his or her own risk, and the Parish Council accept no liability in respect of any loss, damage or injury howsoever caused.
17. No permanent fixings are allowed to the structure of the building or storage of artifacts or equipment allowed without the permission of the Parish Council. No drawing pins/pins/tape/glue or other temporary fixings to be used on the structure of the building, to avoid damage to walls and woodwork.
18. The hirer must make visitors aware of the safe use of the building and be compliant with relevant health and safety requirements and regulations.
19. Charges are set by the Parish Council and will be subject to annual review.
20. Guests and other visitors should be made aware of these conditions and regulations.

NB: Special condition for Women's Institute: They will be allowed the use of one or two locked cupboards in the kitchen area.

TOWN HALL HIRING CHARGES

	First hour of booking	Subsequent hours
Town Hall both levels	£12.00 per hour	£4.00 per hour
Council Chamber	£6.00 per hour	£3.00 per hour
Lower Meeting room with kitchen facility	£8.00 per hour	£3.00 per hour

Concessionary Hire Charges for regular pre-paid bookings i.e. four or over per annum

Town Hall both levels	£8.00 per hour	£3.00 per hour
Council Chamber	£5.00 per hour	£2.00 per hour
Lower Meeting room with kitchen facility	£5.00 per hour	£2.00 per hour

- All payments for bookings should be made at time of booking.
- For certain bookings a refundable deposit will be required to cover any damages.
- If you require insurance to be arranged through us we will charge an additional 10%.
- If you do not require insurance please provide a copy of your insurance certificate or indemnity.
- Bookings include reasonable energy costs.

For bookings please contact:-

Cllr. Kevin Blayney, 2 Pepo Lane, Grampond, TR2 4RP.
Tel: 01726-882877