



# Carlyon Parish Council

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## Carlyon Parish Hall Conditions of Use

**The hirer accepts responsibility for being in charge off and on the premises at all times when the public are present and for ensuring that all conditions relating to supervision and management are met.**

Carlyon Parish Council cannot accept liability for any loss of or damage to property brought into or left in the Parish Hall in connection with any hiring. The Council also reserves the right to cancel any letting in the event of the room being required for public meetings convened by the Parish Council, or in the opinion of the Council, the premises are required for any other purpose in the interests of the Council.

The hirer is responsible for health and safety of the group they represent/their guests. The hirer is deemed to be, for the duration of the period during which they hire, the nominated person responsible for pursuing the Cornwall Council licensing objectives in particular

- The prevention of crime, disorder and public nuisance
- Ensuring public safety - particularly that of children attending a function. Although organisers of private children's parties do not need to have a Child Protection Policy, all voluntary and community groups providing services or activities for children, young people or vulnerable adults must have a **safeguarding policy** in place. This is also a recommendation for voluntary organisations who are organising a one-off event.

**Insurance:** Commercial enterprises and organised groups must provide evidence of adequate insurance. Individual hirers may, at the discretion of Carlyon Parish Council, be covered by Council's insurance.

**Availability:** The parish hall is available for hire between 0800 and 2230 hours.

**Public nuisance:** Hirers must give due consideration to residents living in close proximity to the hall and excessive noise must be avoided. **Failure to adhere to this requirement may mean that the hirer will forfeit the right to hire the hall in the future.**

**Car parking:** There is very limited parking in the village, therefore all vehicles should be parked in the marked area on Jubilee Playing Field. It is the hirer's responsibility to ensure that all participants are aware of this arrangement. The

hirer is also responsible for ensuring that the gate is open to facilitate parking and is closed when the last vehicle leaves.

**Safety:**

Emergencies: There is no telephone in the Community Hall. Hirers should therefore have access to a mobile phone.

Fire: Fire extinguishers are located in the hall and in the kitchen.

Minor accidents: In case of minor accidents, there is a first aid box in the kitchen. All accidents must be recorded in the log book provided. If any items are removed from the first aid kit, the hirer is to inform the parish clerk. A Public Access Defibrillator is located in the former telephone box adjacent to Jubilee Playing Fields.

**General:** The hall, kitchen and toilets are to be left clean and tidy, with furniture put back where it was found. Chairs should be stacked no more than 6 high. Cleaning equipment is located in the kitchen. All dirty crockery is to be washed and put away. **Please take your waste home with you.**

No sticky tape, drawing pins or blue tack should be used on walls, windows or doors unless prior permission has been granted by the Council

**All damages/breakages are to be reported to the parish clerk and the hirer shall make good or pay for all damages (including accidental damage) to the premises or fixtures, fittings or contents and for loss of contents which occurs during their hiring.**

**Charges**

£10.00 per hour. There is a 10% discount for block bookings (3 months) or for residents of the parish (not combinable).

Charges will be reviewed annually.

I hereby agree to the conditions of use stated above and will make payment prior to use if requested.

Signature .....

Date .....