



# Wadebridge Town Council

The Town Hall, The Platt, Wadebridge, Cornwall PL27 7AQ  
Telephone: 01208 812643

## Terms and Conditions of Hire

For the purpose of these Terms and Conditions the terms 'Hirer', 'you' or 'your' mean an individual hirer or the authorised representative of an organisation. The term 'we' or 'council' mean Wadebridge Town Council. The term 'event' means the function specified in the Booking Form. Hirers are advised to view the facilities in advance of any booking. These standard conditions apply to all hiring of the Town Hall/Pavilion. If the Hirer is in any doubt as to the meaning of these please consult the Town Hall office or Head Caretaker.

### 1. General

- All Fees are reviewed annually
- Any hirer must be over the age of 18
- The hirer shall not use the premises for any purpose other than that described on the Booking Form.
- All hirers should ensure that the building is left as is found, eg. Chairs, tables returned to original location, lights turned off etc. Additional cleaning will attract an additional minimum charge of £50.00
- The council reserves the right to refuse a booking without giving any reason
- Pavilion Only - The hirer is responsible for the disposal of any litter generated from their booking.
- Town Hall Only - All refuse must be placed in the wheelie bins outside the Town Hall back door - bin bags can be obtained from the caretaker. Any unsold goods must be disposed of by the Hirer.
- Crockery (if used) should be washed, dried and returned to original location.
- The Hirer shall ensure the minimum of noise is made on arrival and departure of the premises, particularly late at night and early in the morning
- Any problems, either with the building or which result from previous hirers, should be reported as soon as possible to Talia by calling 01208 817085 or emailing [office@wadebridge-tc.gov.uk](mailto:office@wadebridge-tc.gov.uk)

### 2. Period of Hire

Premises are available from 8:30am - 23:59pm (earlier or later by arrangement, please contact [office@wadebridge-tc.gov.uk](mailto:office@wadebridge-tc.gov.uk))  
Sunday bookings by arrangement only - please contact [office@wadebridge-tc.gov.uk](mailto:office@wadebridge-tc.gov.uk)

### 3. Fees and Charges

Fees are set out in the Scale of Charge

### 4. Payment

Full payment for all bookings is required in advance. The applicable payment terms will be detailed on the invoice issued. Failure to make payment in accordance with the invoice terms and prior to the event date will result in refusal of access to the hall or hired space. We reserve the right to charge a 25% deposit where applicable

### 5. Cancellation

We reserve the right to cancel the Agreement for Hiring at any time if the premises are needed for purposes of national or local importance not contemplated at the time of hiring or if the hiring is not deemed to be in the best interest of the Town Council or the hirer does not abide by the terms in this document. Our decision to cancel will be final, any fee paid will be returned to you and you agree to accept it in full settlement of all claims, costs, losses and damages that you might otherwise have against us arising from the cancellation.

Hirers must provide written cancellation and will be effective from the date the written notice is received by the council.

In the event of cancellation the following charges apply:

- More than 28 days notice                      Nil
- 14 - 28 days notice                              10% Admin Fee
- Less than 14 days notice                      Full Fee due

### 6. Additional Staff Working

Where it is necessary for staff to work additional hours to prepare for your event, or to clear up afterwards, you may be invoiced for the costs involved.

### 7. Assignment or Sub-Letting

Without our consent you must not assign the agreement of 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 for the use of the Premises**

- STRICTLY no smoking, vaping or e-cigarettes anywhere in the Council Buildings
- No Naked Flames (including camping stoves and candles)
- No toxic, hazardous or highly flammable substances including gas cylinders
- No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Town Council. No decorations are to be put up near light fittings or heaters
- No Portable Heaters
- Pets/Animals are not permitted apart from assistance pets, unless agreed to by the Town Council
- The Hirer shall ensure all portable electrical appliances have had a PAT test within the last 12 months
- If your event intends to use smoke, haze or fog machines – it is essential that you have written permission from us in advance
- Helium balloons are allowed, but please ensure they are firmly tied down
- Performances involving danger to the public or of a sexually explicit nature shall not be given.
- Gaming, Betting and Lotteries – No gambling or lottery activities are permitted on the premises.

**9. Public safety compliance** - The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Licensing Authority and the hall's Fire Risk Assessment and Health & Safety policy. By signing the booking form the Hirer acknowledges that they have received information/instruction in the following matters:

- Fire emergency plan - the action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall and advising the duty caretaker as soon as practicable.
- The location of fire equipment.
- Escape routes and the need to keep them clear.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

In advance of an entertainment event or play the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises.

**Asbestos** - Some locations within the Town Hall have materials containing small levels of asbestos which are unlikely to present a hazard during normal use. The asbestos report is available by request.

**Ladders** may only be made available for use by the Hirer with prior approval and, where applicable, subject to Council permission. Any such use must be included within the Hirer's risk assessment and is provided strictly at the Hirer's own risk.

#### **10. Means of escape**

- (a) All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.
- (b) The emergency lighting supply illuminating all exit signs and routes is operated by an automatic mains failure switching device.
- (c) All seating rows must comply with Fire Regulations and not be moved

#### **11. Safeguarding**

Wadebridge Town Council expects any organisation or individual hiring its premises to follow statutory safeguarding duties for children/young people or vulnerable adults. We may request for a copy of your Safeguarding Policy/Child Protection Policy.

**12. Supervision** – The hirer is responsible for supervising the premises, its contents, and all persons attending during the booking. Children under 12 must be supervised by an adult when entering the kitchen area. A caretaker may be present on site but is not responsible for event security or door supervision.

#### **13. Prohibited Conduct**

- The Hirer shall be responsible for ensuring that the event is conducted in a safe, lawful, sober, and orderly manner at all times. Alcohol consumption must be actively managed to ensure responsible behaviour. Drunk and disorderly conduct shall not be permitted on the premises or in the immediate

vicinity. Alcohol shall not be served to any person who appears to be intoxicated or to any person under the age of 18. No illegal drugs may be brought onto, used, or supplied on the premises.

- The Town Council operates a zero-tolerance policy in respect of harassment, abuse, and other unacceptable behaviour. Any such conduct will not be tolerated under any circumstances. Any person experiencing or witnessing harassment must report it immediately to a member of Town Council staff. All reports will be investigated and dealt with promptly.
- The Town Council reserves the right to refuse admission, restrict access, or immediately remove any person from the premises where deemed necessary to maintain safety, good order, or compliance with these Conditions.

#### **14. Risk Assessments**

You must carry out a Risk Assessment prior to the event taking place. Further information including a template you can use, can be found at the Health & Safety website [www.hse.gov.uk](http://www.hse.gov.uk)

#### **15. Promotion and Fly Posting**

For events that require promotion, hirers can provide us with banner for the front of the building by arrangement. Leaflets and Posters can also be displayed in the Town Hall or on the council's social media to promote events.

Fly posting in connection with any hiring is prohibited and if undertaken could result in refusal of future reservation. Should areas need to be cleaned as a result of fly posting the organisers will be invoiced for the service.

#### **16. Catering**

A kitchen is available. You must ensure that everyone preparing or serving food complies with all the relevant food hygiene legislation.

#### **17. Entertainment and Alcohol Licences**

If you require more information on the Town Hall Licence, please contact [office@wadebridge-tc.gov.uk](mailto:office@wadebridge-tc.gov.uk)

- The Town Council holds certain licences applicable to the premises; however, the Hirer is responsible for ensuring that the Town Council's licences are sufficient and appropriate for the Hirer's intended use of the premises.
- The Hirer must satisfy themselves that all licences, permissions and statutory requirements necessary for their specific event are in place, whether held by the Town Council or otherwise. Where any additional licences or approvals are required for the Hirer's activities, these shall be the sole responsibility of the Hirer.
- The Hirer acknowledges that the Town Council accepts no responsibility for verifying that the Hirer's proposed activities fall within the scope of any licence held by the Council.
- **Alcohol** - The sale or consumption of any alcohol is only permitted to those hirers who have applied for permission to do so - failure to comply will result in further cost to the hirer. Sale or consumption of alcohol to those under 18 years of age will result in closure of the event and/or prosecution.
- If your event is outside of our licence you will probably need to apply for a Temporary Event Notice (TEN) from Cornwall Council.
- You must pay any taxes or royalties chargeable or payable for an event entertainment is provided. For the use of live or recorded music a final invoice will be payable to cover the fee the Town Council is required to pay to the Performing Right Society and Phonographic Performance Limited (PPL PRS)

#### **18. Insurance and Indemnity**

The Hirer shall be liable for:

- (a) The Hirer shall be liable for:
  - (i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises
  - (ii) all claims, losses, damages and costs made against or incurred by the Town Council, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
  - (iii) all claims, losses, damages and costs made against or incurred by the Town Council, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer.
- (b) The Town Council does not insure Hirers liabilities and the Hirer should take out adequate insurance to insure liability and on demand shall produce the policy. Failure to produce such policy and evidence of cover will render the hiring void. The Town Hall is insured against any claims arising out of its **own** negligence.

**ALL HIRER/USERS OF THE TOWN HALL SHOULD ARRANGE PUBLIC LIABILITY INSURANCE FOR THE ACTIVITIES THEY ARE ENGAGED IN AND MAY BE ASKED TO PROVIDE A COPY**

**19. Sale of Goods** - Where the Hirer uses the premises for the sale of goods, the Hirer must comply with all applicable UK laws and regulations relating to consumer protection, trading standards, and product safety. The Hirer is responsible for ensuring that all goods sold are lawful and properly described.

**20. Stored equipment** - The Town Council accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day until removed.

The Town Council may, use its discretion in any of the following circumstances:

- (a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended
- (b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the Town Council disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

**21. No alterations** - No alterations, additions, fixtures, or attachments may be made to the premises without the Town Council's prior written approval. Any approved items may, at the Council's discretion, remain in the premises after the hire and will become the Council's property unless removed by the hirer. The hirer must make good any damage caused by removal, to the Council's satisfaction.

**22. No rights** - The Booking constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer

**23. Discounts** - a 10% discount is offered on bookings of 3 or more consecutive days in the Main Hall only.

9<sup>th</sup> April 2026