



Wadebridge Town Council
The Town Hall, The Platt, Wadebridge, Cornwall
PL27 7AQ

Pavilion Building - Hirers Responsibilities:

- All hirers must ensure the building is left as it was found. This includes returning chairs and tables to their original positions and switching off all lights. Additional cleaning may incur a nominal charge.
- All rubbish generated during the hire must be removed from the premises by the hirer. Rubbish bags are available under the kitchen sink.
- Floors must be left clean and free of debris. Please sweep or vacuum (hoover) after use. A vacuum cleaner is available on site.
- Toilets must be flushed after use and left in a clean and hygienic condition.
- Care must be taken to protect carpeted areas, particularly when using materials such as paint, playdough, plasticine, water or sand. Cleaning equipment is available in the kitchen and under the sink for any necessary remedial action. Hirers will be charged for any damage caused through negligence.
- Crockery (if used) must be washed, dried and returned to its original storage location.
- Basic cleaning equipment is available in the kitchen for hirers' use.
- No adhesive materials (including Sellotape) are to be used on walls. Blue notice boards are provided for display purposes.
- No notices, posters or signage may be displayed in the windows on a permanent basis.
- The use of naked flames (including candles) or gas stoves is strictly prohibited.
- Heating controls, if adjusted, must be returned to their original settings before leaving.
- It is the hirer's responsibility to ensure the building is fully secured when vacating.
- Any problems with the building, or issues arising from previous hirers, must be reported as soon as possible to Talia on 01208 817085 or via email at office@wadebridge-tc.gov.uk
- Emergency contact details will be provided separately and must only be used in genuine emergencies.