

## **Information for Hirers**

All lettings are at the discretion of Kingsteignton Town Council.

Kingsteignton Town Council reserves the right to alter, amend or revoke hire charges, and its Terms and Conditions of hire.

### **To confirm the booking**

Please ensure that you read the Fire Evacuation Plan.

Please nominate a Responsible Person for the Fire Evacuation Procedure and ensure that they have read the Fire Evacuation Plan. The Responsible Person must ensure that any disabled members in their party can be safely evacuated to the assembly area.

### **Payment**

Payment is required in full on receipt of your invoice to secure your booking.

Non-payment will result in the hall not being available on the hire date.

Payment can be made online or via BACS, Cheque or Cash.

- i. Details for BACS payment are on the invoice.

Cheques to be made payable to: Kingsteignton Town Council.

### **Cancellations**

We ask that if you decide not to go ahead with your booking that you inform us immediately as any booking cancelled with less than eight weeks' notice will still incur the full booking fee.

In the event that the Council have to cancel your booking for any reason we will refund the full hire charge for the hall but we will not be responsible for any additional costs e.g. Bouncy Castle that you may have organised.

## **Conditions of Lettings/Health and Safety**

Please be aware of the Conditions of Letting and pay particular attention to the following:

- The hall operates a no-smoking policy, this includes the use of electronic cigarettes and other vapes.
- No decorations or posters to be fixed to the walls. The hall has recently been re-decorated and any damage caused will be chargeable to the hirer.
- No tape/glue or fixings of any description are to be used on any surface, including the floor.
- Doors must be kept clear and not restricted in any way to give clear and easy access and egress in the event of a fire or an emergency.
- Smoke machines must not be used under any circumstances.
- If you are hiring any form of entertainment for your party booking e.g. Bouncy Castle etc. please ensure that the company you are hiring from are providing you with Risk Assessments and Public Liability The Insurance as you will not be covered by the Council's Insurance.
- The fenced grass area at the rear of the hall is not for use by Private Hirers.
- Naked flames other than birthday cake candles must not be used without prior consent from the Council.
- Care must be taken when transporting lit Birthday Cakes from the kitchen into the hall (please always use the door which leads from the kitchen directly into the hall) and they must not be placed near any soft furnishings.
- Children are not permitted within the kitchen at any time.
- Ride on cars/toys are not permitted in the hall.
- Kingsteignton Town Council shall not be responsible for any equipment, money, valuables, and other belongings brought into the Centre by any person. All such items are used in the building entirely at the risk of the owner.
- No dogs, pets or animals may be brought into the Centre.
- The room must be left in a tidy and clean condition and all rubbish generated by the booking must be removed from the premises on exit.
- No dangerous or inflammable substances may be brought into the premises.
- Please be advised that we do not have any knives on site. Therefore if you require a knife for cutting birthday cake etc, you will need to provide your own.

## On the Day of Hire

- A member of our Facilities Maintenance Team will arrive 15 minutes before your booking time to unlock the hall and will lock up when the hall is vacated.
- Please ensure you arrive at your booked time. If you are running late please call the facilities maintenance officers on the numbers below.
- If you are more than 30 minutes late and have not made telephone contact with the facilities maintenance officers your booking will be cancelled and no refund given.
- In the case of an issue arising please contact one of the below -

Facilities Maintenance Supervisor Dave 07720 698 063

Facilities Maintenance Officer Dan 07708 625 391

Facilities Maintenance Officer Gareth 07494 259 377.

- If you have requested trestle tables, these will be ready for you in the hall.
- If there is an emergency, please call the relevant service via 999 and then notify our Facilities Maintenance Staff.
- If you leave **much** earlier than the booked party finish time please call the facilities maintenance officer who is on duty that day to enable them to return to secure the hall.

**Failure to adhere to these terms and conditions are likely to result in the hirer being charged for time cleaning, administration to notify you and cost of materials to make good.**

## End of Session Checklist

All hirers of the Town Council premises must ensure that:

- Tables and chairs, where applicable, are left safely and tidily.
- Internal fire doors are closed.
- Food is removed from the building unless previously agreed. All kitchenware is washed and tidied away.
- Windows in all hired areas are closed.
- The hirer's property is removed, unless previously agreed otherwise.
- All internal lights, including toilets, are switched off.
- Any defects must be reported to the caretaker or office staff as soon as possible.
- Bins must not be overfilled and any excess rubbish, including empty bottles and cans, must be removed from the site.

We thank you for your co-operation and wish you well with your booking.

Yours faithfully

Felicity Smerdon, Administrator

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