

CROWAN PARISH ROOMS LETTING POLICY

1. Those admitted to 'Crowan Parish Rooms' must observe the conditions and regulations.
2. The maximum capacity is limited to 30 persons in total, 30 theatre style with one top table only or 20 people conference style.
3. The Parish Council reserves the right to refuse admission, or to evict any person from 'Crowan Parish Rooms'.
4. All bookings should be made at least 48 hours of the hire. Payment should be made before the hire takes place, unless by prior special arrangement.
5. 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.
6. Leave as found, clean and tidy, and all used equipment put away. A charge will be made for any additional cleaning needed.
7. All periods of hire are inclusive of setting up and setting down time. This should be borne in mind when making bookings.
8. For block bookings, prospective hirers should specify exact dates.
9. One month's notice of the termination of an agreement should be offered on both sides for regular or block bookings.
10. The Parish Council reserves the right, at their discretion, to determine the availability of facilities and to cancel sessions without notice in an emergency situation.
11. Any damage done to 'Crowan Parish Rooms' property and equipment - fair wear and tear excepted - 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.
12. Smoking is not permitted anywhere in 'Crowan Parish Rooms'.
13. The drinking of alcohol is not permitted anywhere in "Crowan Parish Rooms" except with the prior permission of the Parish Council and where applicable the Hirer has obtained a Temporary Event Notice from Cornwall Council and confirmation of this notice has been submitted to the Parish Clerk 14 days prior to the event.
14. Only assistance dogs are admitted to 'Crowan Parish Rooms'.
15. The hirer will be responsible for the safekeeping of their own belongings.
16. 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.
17. Whilst we have Public Liability Insurance for £2 million when you are holding meetings at the Parish Rooms, the Parish Council is not providing any cover beyond this. It is emphasised that it is only meetings that are covered, anything more 'active' is not covered, e.g. rehearsals, gardening activities.
18. No permanent fixings are allowed to the structure of the building or storage of artefacts 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.
19. The hirer must make guests and visitors aware of the safe use of the building, these conditions and regulations and be compliant with the relevant health and safety requirements and regulations.
20. Charges are set by the Parish Council and will be subject to annual review.

TO HIRE THIS HALL
PLEASE TELEPHONE
THE CARETAKER ON
0 1 2 0 9 8 3 1 5 1 1

HIRE SESSIONS

MORNING	09.00 UNTIL 13.00
AFTERNOON	14.00 UNTIL 18.00
EVENING	19.00 UNTIL 23.00

HIRE CHARGES

PER FULL 4 HOUR SESSION @ £10.00

PART SESSION CHARGES

PART SESSIONS TO BE FOR A MINIMUM OF 2 HOURS OR
PART THEREOF AT A CHARGE OF £5
ANYTHING OVER THE INITIAL 2 HOURS,
TO BE A FURTHER £5

FULL WEEK

Sunday p.m. until Sunday a.m.

SEVEN DAYS HIRE £70

PER WEEK FOR ANY **TWO** DAILY SESSIONS

i.e. Morning & Afternoon or Afternoon and Evening

(Excludes use from 11.00 to 12.30 each Sunday,
as Hall is used by Sunday School)