



Carn Brea Parish Council

Hall Hire Policy

Adopted: 19th November 2021 (Minute Number: 21/11/11)

Reviewed on: 16th June 2022 (Minute Number: 22/06/19)

Reviewed on: 20th July 2023 (Minute Number: 23/07/10)

To be reviewed: June 2024

Reviewed on 20th July 2023 (Minute Number: 23/07/10)

1. **Policy Objective**

The purpose of the Hall Hire Policy is to set out guidelines for the hire of Treloweth Community Hall.

2. **Data Protection**

Please see attached privacy notice (Appendix 3)

3. **Aims of the Policy**

The Hall Hire Policy enables the Council to: -

- Recognise the value and benefit of services and activities organised by hall hirers to the community.
- Support organisations in the delivery of services to the community.
- Provide the equitable, transparent and accountable process in determining and allocated Treloweth Community Hall.
- Provide satisfactory conditions, controls and regulations for the hire and use of Treloweth Community Hall.

4. **Definitions**

Council	means Carn Brea Parish Council
Commercial user	means for profit individuals, organisations or businesses which charge fees for the activity held.
Private user	means any person using the hall for private purposes.
Not-for-profit	means non-profit entity (evidence of constitution including not-for-profit clause).
Charity	means charitable entity (evidence of Endorsement as an Income Tax Exempt charitable entity).
Regular hirer	means any individual, business or organisation that hires the hall 12 or more times per annum.
Casual hirer	means any individual, business or organisation that hires the hall less than 12 times per annum.

5. **Strategic Focus**

Carn Brea Parish Council manages Treloweth Community Hall for hire by individual, community and other groups within Carn Brea Parish. While it is possible for non-residents and groups based outside of the parish to book these venues, the primary focus and preference is given to supporting the local community.

6. **Secure Booking Deposit**

A refundable cash deposit of £10 must be supplied with the hall hire form (appendix 2) to secure your booking.

7. **Damage Deposit**

A further cash damage deposit of £250 must be supplied within two weeks of the booking. This will be refunded following an inspection of the premises.

Hirers are responsible for the replacement or repair cost of all damaged to Treloweth Community Hall and the open space, including damages to furniture, fixtures and fittings.

Refund of security deposits are subject to full compliance with the terms and conditions including payment of fees and charges. Security deposits are refunded through the Council’s finance system and will take minimum of 14 days to be processed.

For regular hirers/charity/voluntary and non-for-profit organisations, at the discretion of the Clerk in liaising with the Chairman and Vice Chairman of the Council a reduced rate may be offered.

8. Staff Call Out Fee

Costs for Council staff attendance, due to negligence shall be recoverable at a rate of £15 per hour. Minimum of £15 to be payable for callout.

9. When you can hire the hall

Treloweth Community Hall is open for hire between 4 pm and 9 pm weekdays except Thursdays and between 9 am and 9 pm on Saturdays.

Bookings at other times can be considered at the discretion of the Clerk’s office.

10. Cost of Hall Hire

Payment for bookings should be made at least 1 week before your booking commences. If payment is not received your booking will be cancelled.

Type of Hire	9 am to 6 pm	6 pm to 9 pm
Commercial	£12 per hour	£14 per hour
Private	£8 per hour	£10 per hour
Not-For-Profit	£8 per hour	£10 per hour
Charity	£8 per hour	£10 per hour

For charity/voluntary, and community groups including not-for-profit organisations, at the discretion of the Clerk in liaising with the Chairman and Vice Chairman of the Council a reduced rate or no charge may be offered.

11. Payments

Payments for deposits must be made in cash.
Payments for your booking can be made by cash, or bank transfer.

Non-payment of deposits and hall hire fees will result in the cancellation of future bookings.

12. Terms & Conditions

Hirers of Treloweth Community Hall must sign and return the terms and conditions attached to the hire application (appendix 1) before agreement to the hire is granted by Carn Brea Parish Council.

13. Use of facilities

Treloweth Community Hall may be used for purposes such as birthday parties, exercise classes, playgroups, religious meetings, dance groups, private functions, community education programs, fund-raising activities, seminars, conferences, training programs, digital film screenings (subject to copyright provisions) or other cultural events or celebrations.

Amplified music prohibited.

14. **Display of material**
Any display of material by any group must be approved beforehand in writing to the Clerk. Groups may only display material in areas specifically identified for this purpose.
15. **Cleaning**
Hirers must return the facility in a clean and tidy condition. Hirers are responsible to remove all rubbish from the site. No food or drink is to be left on the premises.
16. **Storage of material**
There are no storage facilities, and no exclusive use of cupboards or areas is permissible.
17. **Smoke Free**
Treloweth Community Hall is smoke free in accordance with the Smoke-free Environment Act 2000. Smoking is prohibited in and around Council facilities.
18. **Alcohol**
The service or consumption of alcohol at Treloweth Community Hall and on Moorfield Road Open Space is not permitted.
19. **Food and Cooking**
The Hall Kitchen is available for use by hirers to prepare and store ready to eat products or food provided for the event or function, however the use of any cooking equipment is strictly prohibited.
20. **Insurance**
All commercial hirers, non-for-profit hirers, charity hirers and regular hall hirers must provide evidence of their current public liability coverage.
21. **Workplace Health and Safety**
Any hazard, incident or injury to people should be reported immediately to a member of the Parish staff. In the event of an injury or condition requiring an ambulance, contact emergency services. Any hazard or damage to the property should be reported immediately to a member of the Parish staff. BBQ's, jumping castles and inflatable devices are prohibited in Treloweth Community Hall.
22. **Evacuation procedures**
Each hirer must make themselves aware of the evacuation procedure for Treloweth Community Hall.
23. **Feedback**
Carn Brea Parish Council welcome your feedback, please complete a feedback form (Appendix 4).
24. **Electrical items**
Hall users must ensure that any electrical equipment brought into the hall is safe to use and in good working order.

Fire Procedure

In the event of a fire, raise the alarm by breaking a glass alarm switch
(These are the small red boxes with a glass panel, situated around the
building)

Leave the building by the nearest exit

DO NOT RUN

Assemble by the substation at the far end of the car park.

Phone 999 or 112 and ask for the Fire Brigade
(You are at Treloweth Community Hall, TR15 3QB)

It is the responsibility of the hirer of the hall to ensure that ALL their
group have been evacuated from the hall.

When out of the building, safely, telephone the Caretaker 07920 711246

Appendix 1

Terms and conditions specific to the hire of Treloweth Community Hall

The hiring of Treloweth Community Hall is subject to the following terms and conditions of hire:-

- The hall is let only on the conditions set out in the hall hire policy and Appendix 1 and the payment by any person of any sum/fees set out in the policy.
- Receipt of fees shall be deemed to be acknowledgement and acceptance by such person of the conditions and stipulations contained in the hall hire policy and terms and conditions (appendix 1), including the provision that the Council may vary the hiring charge subsequent to the date of this application and the hirer is bound to pay any increase in such charge.
- The Council expressly reserves the right at its absolute discretion to refuse to accept any engagement and the Council shall not be liable in any way for any loss or damage or otherwise in consequence of the exercise of this right.
- Carn Brea Parish Council will not be liable for any accident, injury, damage, loss, expenses or inconvenience whether to person or property, which may be suffered or incurred, arising out of, or in any way connected with the hiring however caused.
- All engagements are accepted conditionally upon compliance by the hirer with the requirements of the Local Government and any other relevant Act or Regulation. The hirer will be responsible for any claims legally payable for Copyright Fees or Performing Rights and undertakes to indemnify the Council in respect of any obligations or claims.
- The hall has the capacity to seat 49 people and the maximum total capacity is 60 and this must not be exceeded.
- No item from the premises is to be removed for outside use.
- The hirer shall be responsible for the cost of making good any damage caused to the buildings, furniture or fittings arising out of an in the course of their engagement, reasonable wear and tear alone excepted.
- Commercial Hire, Non- for-profit hire and Charity hire are required to carry out a risk assessment of activities and give records to the Council at least 1 week before the hiring date.
- Organisation Bookings (with under 18's or vulnerable adults attending) – Please supply your Risk Assessment, Health & Safety Policy and Safeguarding Policy). The Council is only able to accept bookings on receipt of these documents.
- Private functions for example birthday parties will not be required to complete a risk assessment.
- Treloweth Community Hall should not be left unattended.
- A deposit of £10 is required to secure your booking.
- A damage cash deposit of £250 is required to secure your booking which may be used to compensate the Council against any cost of cleaning and removal of any litter left behind or in making good any damage caused or which might be anticipated.
- The bringing into the hall or the use therein of chewing gum, fireworks, smoke machines, cooking equipment and large inflatables/bouncy castles is not permitted.
- Smoking is expressly prohibited.
- Alcohol is not permitted in or outside or on Moorfield Open Space. Hirers of the hall must not under any circumstances allow their patrons or themselves to open or consume any alcohol.

- Nails, screws, blue/white tack or any other fastenings must not be driven into or attached in any way to walls, floors, furniture or fittings.
- Strictly no sitting on tables or placing heavy objects on tables. Hirers requiring or using any of the Council's tables for serving or handling refreshments of any kind must provide a suitable tablecloth or other means of covering (not printed paper).
- Treloweth Community Hall must be left by the hirer in a reasonable clean condition and all goods, properties, materials and refuse must be removed from the premises at the end of your booking.
- If all fees are not paid in full in line with the hall hire policy, the tentative booking will be cancelled, and the hall may be re-let, and the Council shall not be liable in any way for any loss or damage or otherwise in consequence of the exercise of this right.
- **CANCELLED ENGAGEMENTS** – In the event of any cancelled booking, the £10 booking fee will be retained and the balance refunded.
- Hirers are reminded of the need to comply with all Health and Hygiene Regulations and other regulations and should be aware of the evacuation procedure in case of fire.

I acknowledge that I have read and understood the Hall Hire Policy and terms and conditions set out in Appendix 1 and agree to abide by the terms and conditions within the policy.	
Name:	
Address:	
Tel.no:	
Email:	
Signature:	

Appendix 2



Carn Brea Parish Council

Consel Plu Carn Bre

Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB

Tel.no: 01209 313014

Email: enquiries@carnbreaparishcouncil.gov.uk

Treloweth Community Hall

Letting Form

Application and Privacy Notice (to be completed by the applicant)	
Name of Organisation:	
Name of Hirer:	
Address:	
Tel.no:	
Email:	
Date of Hire:	
Start time of booking:	Finish time of booking:
The hall will be opened and closed at the time stated above. (Remember to include preparation and clean up time)	
Purpose of Hire:	

I acknowledge that I have read and understood the Hall Hire Policy and terms and conditions set out in Appendix 1 and agree to abide by the terms and conditions set out.	
Signature:	
Print Name:	
Date:	

Appendix 3



Privacy Notice for Booking Treloweth Community Hall

Carn Brea Parish Council is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your application to book the Treloweth Community Centre.

The legal basis for processing this data is to enable the Council to process the contract. If you include any personal details on this application on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, is Carn Brea Parish Council, Treloweth Community Hall, Moorfield Road, Pool TR15 3QB.

We will keep your data for six years plus the current financial year, which runs from 1st April to 31st March. Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at Microsoft Word - [Microsoft Word - Website Notice.docx](#) (carnbreatparishcouncil.gov.uk)

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can withdraw or change your consent at any time.

- We may contact you to keep you informed about what is going on in the Council's area including news, events, meetings and activities. These communications may also sometimes appear on our website, or in printed or electronic form including social media.
- We may use your name and photo in our newsletters, or on our website, or our Facebook page.

KEEPING IN TOUCH

- Yes please, I would like to receive communications by email.
- Yes please, I would like to receive communications by telephone.
- Yes please, I would like to receive communications by mobile phone including text message.
- Yes please, I would like to receive communications by social media including Facebook.
- Yes please, I would like to receive communications by post.

Name:	
Signature:	
Date:	

Appendix 4



Carn Brea Parish Council

Consel Plu Carn Bre

Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB

Tel.no: 01209 313014

Email: enquiries@carnbreaparishcouncil.gov.uk

Treloweth Community Hall Feedback Form

Topic	Excellent ✓	Good ✓	Satisfactory ✓	Disappointing ✓
Visit prior to booking				
Booking form provided				
Hall facilities				
Toilet facilities				
Rates of hire				
Parking				
Access to building				
Cleanliness of facilities				
Staff Opening & Closing for booking				
How did you find information on the hall?				
Would you like to add any further comments/suggestions?				
Would you recommend others to use the hall for a similar event?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Date of Hire				
Name				
Address				