To be Retained by the Hirer

Terms and Conditions for Hire of Fowey Town Hall

1) There shall be no 'sharing' of bookings or sub-letting.
2) The Town Hall may not be booked more than 12 months in advance (taking the full month as the cut-off line – i.e. OK to book for 28th August 2003 on 1st August 2002)
3) The hire fee, together with any deposit required by the Clerk under booking Terms and Conditions, must be paid at least 2 weeks prior to the date of hire.
4) Within 12 months of the date of hire, bookings will be taken on a 'first come first served' basis.
5) Where more than one hirer has requested a particular date or dates (this will normally only arise 12 months or more before the date of hire) the booking will be allocated on a local needs and priority basis, such as:
   a) Local charitable organisations arranging events for the benefit of the local community;
   b) Fowey based commercial groups arranging events for the benefit of the local community.
   c) Local private, social or political groups or individuals.
   d) Local clubs and societies arranging events for community or their own benefit
   e) Fowey based commercial groups arranging events for their own benefit;
   f) Non-Fowey based charitable groups, clubs and societies arranging events for their own benefit;
   g) Non-Fowey based commercial groups arranging events for their own benefit;
   h) Where two or more applications for a date or dates arise from hirers within the same priority band account will be taken of the duration of the hire so that priority will be given to those wishing to hire for a whole week or more compared to those wishing to hire for just one day;
   i) Account will also be taken, where necessary, of the applicant's past bookings – e.g. promptness of payment, condition of hall after booking etc.

1. Payment

(a) Cheques should be made payable to Fowey Town Council and forwarded to Mrs Sally Vincent, Fowey Town Council, Colcerrow Farm, Par, PL24 2RZ. Payment may also be made via BACS,

(b) The Town Clerk may require an additional £50 returnable deposit against any damage that may occur.

(c) Any variation to these conditions must be agreed with The Town Clerk.

2. Keys

The hirer is responsible for the collection, safe-keeping and return of keys immediately after the event. The hirer should contact The Caretaker Kayna Maclaren, 38, Langurtho Road, Fowey, PL23 1EH at least 2 or 3 days before the event to arrange a mutually convenient time to collect the keys. Contact number is (mobile) 07388483765. In case of difficulty the Town Clerk should be contacted (01208 871159)

3. Maximum Number

The maximum number of people that may be admitted to The Town Hall is as follows:-

(a) For music, singing and dancing - 150
(b) Seated (e.g. for theatrical productions) - 100
(c) When used with a substantial number of tables - 80

4. Safety

Public Safety is of paramount importance and all hirers must take this into account. In particular:-

(1) The hall, landings and stairways must be properly lit at all times.
(2) The stairways, landing and Fire Exits must be kept free of obstruction at all times.
(3) The main entrance door by the Museum must be secured open when the premises are in use.
(4) No personal electrical items should be used on the premises

5 Fire

(1) The hirer is responsible to ensure that no activity takes place that causes a risk of fire. No naked flames such as candles/fondue sets or other hazardous equipment should be brought into the building.

(2) The hirer (or their nominated person) must familiarise himself/herself with the location of the fire exits, the fire extinguishers and the fire blanket and must study the fire alarm and evacuation procedure before the event. He/she will be responsible for the co-ordination and awareness of the fire evacuation procedure. Smoke detectors are placed in the kitchen, the main Hall and the upper landing and in the event of a fire the alarm will sound throughout the building. The hirer should coordinate the evacuation in accordance with the evacuation plan at appendix 1.

(3) The hirer must ensure that the fire exits are not obstructed in any way.

(4) Any defects in fire equipment, fire exits, lights, smoke detectors, fire alarm or blockage of fire exits outside the control of the hirer, must be reported immediately to the Caretaker or Town Clerk.

(5) If a fire occurs, no matter how small, the hirer is responsible for ensuring that the premises are evacuated immediately.

(6) The Fire Brigade must be summoned immediately via 999 system. Assistance to telephone the Fire Brigade may also be obtained from The Ship Public House, The Royal British Legion or any other premises that are open.

6. First Aid

A First Aid Box is situated on the wall of the kitchen. The key is on the hirer's key ring. If any of the contents are used it must be reported to the Caretaker or the Town Clerk in order that replacements can be made.

7. Food and Drink

(a) The Town Hall has a liquor licence but **hirers must obtain permission if they wish to make use of this facility.** The licensee is Cllr Frances Day frances.read@googlemail.com

8. Heating and Lighting

The Gas Central Heating switch is situated above the fireplace in the Main Hall. To turn the heating UP just turn the knob in a clockwise direction to the required temperature – do not push it inwards.
Please ensure that the heating is turned DOWN when leaving the Hall
Also ensure that the lighting including the toilet, Exit lights, and outside light over the main door is turned off.

9. Security

Before leaving the premises please ensure that:-

(1) All windows are closed and fastened.
(2) The door at the far end of the Main Hall is secure
(3) The door to the Main Hall is locked

10. Property

The Council can accept no responsibility at any time for the hirer's property whilst in the Town Hall

11. Music

(a) All bands, discos and other musical entertainment must comply with current regulations regarding sound levels and must not cause any nuisance to

neighbours.
(b) No music shall be played in the Town Hall before 12 noon or after 12 midnight. (Public Entertainment Licence Condition)

12. Advertising

If hirers wish to advertise the event for which they are hiring the Town Hall it is permissible to put up one sign outside each of the two entrances. The signs must not obstruct other notices that are in place, such as advertising the Museum's opening hours or the Town Hall Notice Board. In case of any difficulty or dispute, the Town Clerk's ruling on the matter must be accepted.

13. Cancellation of Acceptance of Booking

The Town Council reserves the right to cancel a booking and return the deposit if the Town Hall is required for Council purposes or a public event e.g. As a Polling Station.

14. Damage

The hirer is responsible for all breakages or damage that occurs during the hiring. Please report any such damage to the caretaker when returning the keys or to the Town Clerk.

15. Cleanliness

(a) The hall including the stage, kitchen, toilets, stairways and entrances must be left in a clean and tidy condition at the end of the hiring and all goods belonging to the hirer must be removed.
(b) All rubbish must be removed at the conclusion of the hiring. It is suggested that black plastic bags are brought for this purpose.
(c) The toilets are for hirers' personal use only. Public conveniences are located below the hall (entrance on Town Quay).
(d) Hirers are responsible for compliance with all Covid related restrictions (if any) and Fowey Town Council accepts no responsibility whatsoever for any breaches.
Note. The Council will impose a surcharge of £25 if the above instructions are not complied with, or the premises are left in a dirty condition or rubbish is not removed. Please help us to keep the costs and therefore the hiring charges down.

16. Questions / Clarification

If you have any questions or require clarification of any of the conditions set out in this document you should raise them with the Town Clerk.

Appendix 1

Evacuation Plan

On Finding a Fire

If you discover a fire – FIRST RAISE THE ALARM by going to the nearest alarm call point. You will find call points near to the exit doors. Alarm bells will sound throughout the building.
Dial 999
DO NOT tackle the blaze yourself unless you can do so without risk of personal injury.

On Hearing the Alarm

You should already be acquainted with the nearest escape route. Leave the building as quickly as possible by the nearest available exit, closing all doors en route if appropriate. Make your way to the outdoor assembly area outside the Ship Inn in Trafalgar Square and stay there until instructed otherwise.
DO NOT RUN
DO NOT DELAY OR RETURN TO COLLECT PERSONAL BELONGINGS
DO NOT STOP TO USE THE TOILET
DO NOT RETURN TO THE BUILDING
DO NOT LEAVE THE AREA – GO TO THE ASSEMBLY POINT AND AWAIT INSTRUCTIONS FROM THE HIRER/RESPONSIBLE PERSON

Fire Fighting Equipment

Main Hall
Fire extinguishers at both exits and on opposite wall.
Kitchen
Fire extinguisher to left of entrance
Upper Landing
Fire extinguisher to left of stairs

If a persons clothing is on fire lay the person on the ground to prevent flames reaching the head. Try to extinguish flames by wrapping a garment (such as a coat or jacket) around the person or use a fire blanket. Do not attempt to beat at the flames as this only adds more oxygen and makes the fire hotter.