

# Tremayne Hall

## Conditions of Hire

1. The premises/rooms are to be used for the sole purpose for which the Hirer has applied and cannot be sub-let without the prior approval of the Booking Officer.
2. The Hirer or his/her appointed person shall be present and in charge of the premises during the period of Hire and while any members of the public are on the premises.
3. The hirer shall ensure that
  - (a) when over 25 members of the public are present, at least 2 appointed representatives of the Hirer are on duty.
  - (b) For events for 11 to 17 year old groups, a ratio of not less than one adult to six young people is applied.
4. 18 years old is the minimum age for hiring the Hall.
5. The maximum capacity, specified on the booking details, for seating and occupation of the rooms must not be exceeded.
6. The hirer shall ensure that all entertainment or activity stops immediately and everybody requested to leave the premises in the event of any situation arising which is likely to prejudice public safety.
7. The hirer shall be responsible for compliance with the Hall's Premises Licence (in accordance with the Licensing Act 2003) which may be inspected upon application to the Booking Officer. In particular:
  - (i) The premises shall not be used for public music, singing or dancing or other entertainment of any kind except between the hours of 2pm and 11pm subject to the restrictions imposed by the conditions below (Note: classes and other activities which are not "entertainment" are not covered by this clause)
  - (ii) Noise emanating from the premises shall not be excessive or cause a nuisance to inhabitants of the neighbourhood.
  - (iii) If alcohol is to be sold the hirer shall obtain a Temporary Events Notice from Cornwall Council (Licensing Office 01872 224506). A copy acknowledged by Cornwall Council shall be provided to the Booking Officer prior to the event and the Notice endorsed by The Council must be displayed on the Hall notice board by the hirer during the event. We recommend that hirers who will be supplying alcohol contact the Licensing Office in any case to clarify the status of alcohol supply in their own particular circumstances.
- 8 To comply with Fire Regulations, hirers must employ a suitable and accurate method of determining the number of persons on the premises at any one time, to ensure that the maximum permitted numbers of persons is not exceeded. A tally counter is available on application to the Booking Officer.
9. Users must familiarise themselves with Fire Routine for the hall and the action they should take in the event of an emergency.
10. The Management Committee cannot accept liability for any loss or damage to property brought to the premises in connection with any hiring.
11. Although the Hall holds public liability insurance, the Hirer is responsible for arranging insurance to cover legal liability arising out of third party loss, injury or damage in connection with his activities.
12. The Hirer agrees to indemnify the Management Committee against any claims or proceedings which may be made arising from the use of the premises or by reason of the act, omission or default of the Hirer
13. The Management Committee reserves the right to charge a returnable deposit of £100 at the time of booking if alcohol is to be available during the period of hire. The deposit will be returned in the event that no additional costs are incurred as a result of the Hire.
14. The Management Committee reserves the right to charge a returnable deposit on other bookings at the Booking Officer's discretion. Breach of any of the conditions of hire could result in forfeiture of part or all of the deposit.
- 15 Users of the Main Hall must permit access to other users to use the kitchen
- 16 The Accident Book is located in the kitchen. If an accident occurs during the period of hire, the hirer must ensure that appro-

priate emergency services are contacted if necessary and the accident or incident entered in the Accident Book. The procedures defined in the Accident Book shall be followed. The Tremayne Hall Management Committee must be advised if a major incident occurs. 1st call Val or Michael Jeans-Jakobsson 26 Lemon Hill, telephone 01326 374767; 2nd call Mike Marshman 01326 372142; , 3rd call Mike Win 01326 370279, 4th call Pat Willmore 01326 372168

## Payment terms

17 Hirers will be invoiced monthly in advance

*Conditions and Hire Charges are reviewed annually in May for implementation on 1 September.*

## Information

### GENERAL

- Please leave the building and its contents tidy and in good order
- Tea towels are not provided—hirers should bring as many as necessary for their needs.
- Tea and coffee making facilities are available in other rooms when the kitchen is not available. Please request at time of booking, if required.
- The Management Committee hopes you enjoy using the Hall and would be pleased if you could pass any comments, or suggestions for improvements, to the Booking Officer.

TECHNOLOGY. Enquiries relating to the use of high-tech facilities in the Centre (such as over head projection, computers, broadband, stage lighting, amplification and cinema screen) should be directed to Mike Marshman 01326 372142

### ACCESS

If the hall is locked, keys can be collected from Mylor Stores. .

### AFTER USE

Hirers are requested to, please:-

- Take *all* refuse home
- Leave no articles on the premises
- return furniture to where they were found
- Check that all lights, kitchen appliances and the heating system are turned down to 13 and all windows, all doors, internal and external are closed.
- Leave quietly after evening bookings, and be aware of neighbours.
- The last hirer to leave the hall is asked to close the double gates if open. Daytime users will need to consult the booking sheet to confirm that someone/no one is in after them (please)

### RETURNING THE KEY

- Please drop into Mylor Stores, if still open.
- If Mylor Stores is not open, post the keys through the blue Hall door letter box nearest the gates. (Ensure small gate padlock is left open so that you can leave safely and snap shut on your way out)
- PARKING
- Parking is available in the Leats or on Mill Quay in Trevellan Road.
- NO PARKING in Lemon Arms Car Park or on the forecourt in front of the Hall Gates and Old School House. Participants must be made aware of this condition in publicity/advertising for the event.
- Limited unloading/loading and Disabled Badge Parking available on site

Version 2.4 30.04.2009