

APPENDIX D



Terms and Conditions of Hire

By submitting a booking form, you agree to comply with the following key terms and conditions.

Full details are available in the Saltash Town Council Hire of Town Council Premises and Events Policy, accessible via the Town Council website or upon request.

General Conditions

- Hirers must be aged 18 or over.
- Premises may only be used for lawful activities.
- Minimum hire period is 2 hours.
- Bookings are subject to approval and availability.
- Premises are available Monday–Saturday (08:00–23:59) and Sunday (08:00–22:00).

Payment and Charges

- Full payment is required within 7 days of invoice and prior to the booking date.
- Community rates apply only to Saltash-based volunteer groups.
- Regular bookings (min. 3 months) may qualify for a 20% discount.
- No refunds unless the Town Council cancels the booking.

Access and Supervision

- A responsible adult must be present throughout the hire.
- Admission arrangements vary depending on office hours.
- Premises must be vacated promptly at the agreed time.

Conduct and Safety

- Hirers are responsible for orderly conduct and managing attendees.
- Excessive noise, intoxication, or disorderly behaviour may result in termination.
- Smoking (including e-cigarettes) is prohibited.
- Hirers must clean and restore the premises after use.

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Health & Safety

- Fire safety and safeguarding responsibilities rest with the hirer.
- Risk assessments may be required.
- No open flames, hazardous materials, or untested electrical equipment allowed.

Liability and Insurance

- Hirers are liable for any damage caused.
- Public Liability Insurance (£5 million minimum) is required for organisations.
- The Town Council accepts no liability for personal injury or property loss.

Licensing and Permissions

- Alcohol sales require a Temporary Event Notice (TEN).
- Music licensing is the hirer's responsibility.
- Use of the Premises Licence is limited to Guildhall bookings (Mon–Sat only).

Prohibited Activities

- No commercial bingo, hypnotism acts, or live animal shows.
- No bouncy castles or inflatable structures.

Data Protection

- Personal data is used solely for booking management.
- See the Town Council Privacy Notice for full details.

For full terms and conditions, please refer to the Saltash Town Council Hire of Town Council Premises and Events Policy available at www.saltash.gov.uk or contact enquiries@saltash.gov.uk.