



TORPOINT TOWN COUNCIL

COUNCIL LETTINGS POLICY

REVIEWED: - MARCH 2025

NEXT REVIEW: - JANUARY 2026

REVIEWING BODY: - Finance and Operations Committee



COUNCIL LETTINGS POLICY

The Torpoint Town Council Lettings Policy and recognises that the Council premises represent a significant capital investment and should be fully utilised, where possible and is a valuable community resource. The Town Council would usually take precedence for their required use of the premises, with priority given to those organisations and agencies delivering essential services to the community.

Conditions of Hire

The conditions of hire will be given to those wishing to hire the premises and can be found appended to the hiring form and to this policy ("Appendix "A").

Administration of Lettings and Hirings

The Town Council has delegated authority to the Clerk to accept applications and undertake the relevant administration and invoicing/payments for all letting and hirings of the premises.

All formal hiring of the Council premises, including those for which no charge is made shall be properly documented. All hirers **must** complete a letting of hire agreement and are to receive a copy of the conditions of hire. The hire agreement is a contract that the Council may enforce at law.

Scale of Charges

The scale of charges below forms the base to this policy statement.

LOCATION 2025-2026	PERIOD	RATE (£)
Bénodet Park Tea Hut	Per hour	12.00
Bénodet Park Tea Hut	Half day	35.00
Bénodet Park Tea Hut	Full day	70.00
Committee Room	Per hour	12.00
Main Hall	Per hour	18.00
Mayors Parlour	Per hour	8.00

VAT is included (where applicable).

Free Use of Council Facilities

The Council recognises that from time-to-time applications will be made to use Council facilities at no cost. The application form and accompanying notes for use of the facilities at no cost is considered annually by the Council and an administration charge of £15.00 is applied (for up to six free of charge uses per application).

Cancellations

The Town Council will seek to recover any cost incurred by the Council that are unavoidable and result directly from the cancellation of a letting.

Security

The Town Council will not normally insist upon continuous caretaking presence, however if a caretaking presence is required appropriate charges will be applied accordingly.



APPENDIX "A"

CONDITIONS FOR HIRING COUNCIL PROPERTY

Torpoint Town Council (the Council) hereby agrees to let the facilities to the person(s) for the period specified within the hiring form under the following conditions.

GENERAL RULES

1. Application for permission to serve intoxicating liquors must be made in writing (or clearly indicated on the hiring form) and stating if a charge is to be made. The sale of alcohol is not permitted on Council premises unless a current licence is held and the TENs (Temporary Event Notice) is required to be displayed at that the event. The sale of alcohol and the playing of music must end no later than midnight.
2. The Hirer shall ensure that all persons attending the function for which he/she/they are responsible behave in an orderly and responsible manner.
3. A function must end in time for the building to be vacated by the stipulated finishing time. The Hirer is responsible for the removal and recycling of all bottles / glassware which have been brought on to and consumed on the premises.
4. NOISE – The Hirer is responsible for ensuring that noise from the event is controlled and is unlikely to cause a nuisance to neighbouring properties. Noise outside the building should be monitored throughout the event.
5. The premises are equipped for use by persons with disabilities.
6. SECURITY - The hirer shall be responsible for the security of the Council premises during the period of hire by ensuring that only those with a legitimate connection with the hiring or those authorised by the Council have access.
7. Damage or loss caused to the premises shall be the sole responsibility of the hirer who shall reimburse the Council in full for the cost of rectifying/restoring/replacing/repairs. Additionally, the Hirer shall ensure that the premises are left in a clean, safe and orderly condition before the premises are vacated.

FIRE SAFETY RULES

1. The Hirer must KEEP FIRE EXITS CLEAR at all times.
2. Fire evacuation procedures are posted in the building with fire evacuation exits clearly marked.
3. If the Fire Alarm Siren/Lights are activated, the following procedure must be followed: -
 - a) Evacuate the building calmly and quickly by the nearest exit
 - b) The assembly point is marked and located at the end of the service lane behind Antony Road at the junction with York Road.
 - c) In the event of a fire the Emergency services and the on call Caretaker must be contacted immediately (Caretaker details are located behind the bar area and at all fire exits in a clear box, located on the wall).
 - d) Return to the premises is only allowed by the express permission of the Emergency Services or in the event of a "false alarm" an officer of the Town Council or the responsible person in charge of the hiring.
4. As the hirer you are responsible for ensuring the above instructions are conveyed to those on the premises.



HEALTH AND SAFETY RULES

1. All electrical or mechanical equipment brought onto council property is expected to have a current PAT certificate.
2. Council equipment will not be allowed to be used or assembled without the express permission of the Town Clerk or Caretaker. Any equipment brought onto site will not be used until the Town Clerk or Caretaker are satisfied it complies with any relevant controls or protocols within the Council Health and Safety policy.
3. The Hirer must confirm that they are competent to use the council facilities and/or equipment prior to hiring. If you require any training or instruction, you must make this known to the Caretaker prior to using the equipment.
4. No substance shall be brought onto site that is subject to the Control of Substances Hazardous to Health Regulations 1994 (COSHH) without prior permission.
5. Any spillages e.g. liquids must be cleaned immediately to prevent hazards of slips and falls.
6. You are required to comply with all signage in the building and the instructions on them.
7. If you become aware of a situation or problem that might cause injury or damage you are to report this immediately to either the Caretaker or Town Clerk.
8. FOOD HYGIENE REGULATIONS – Must be observed at all times. Food shall not be prepared or consumed without full accreditation of the individual preparing the food or compliance with legislation or local bylaws in force at the time.
9. For your information, the Council Chambers building does not have a telephone available, please ENSURE you have access to a mobile phone with you, to be able to call the emergency services if necessary.
10. Please see the following links in regards to the use of inflatable play equipment.
<https://www.pipa.org.uk/>
<https://www.playinspectors.com/news/bouncy-castle-safety-warning-as-1-5-million-due-to-be-inflated-next-week-for-private-parties/>

OTHER

Capacity

- i) When the stage extension is in use a maximum of 120 chairs (theatre style) in the main hall.
- ii) When the stage extension is NOT in use a maximum of 150 chairs (theatre style) in the main hall.
- iii) Committee Room – Maximum of 50 chairs (theatre style).

The Council shall not be responsible for loss or damage to personal or other property brought onto premises.

I AGREE TO COMPLY WITH THE HIRING CONDITIONS ABOVE

Signed:Hirer

Print Name:

Date:



Application for permission to use Council facilities at no cost

A charge of £15.00 is made for a maximum number of 6 free of charges uses to be applied for, in any 12 month period.

Please Note - The Council will **not permit** free of charge use of facilities for the following:-

- a. Companies, private businesses or organisations seeking to make profit or financial gain for their business or organisations *
 - b. Individuals seeking to make personal financial gain.
- (*The Town Council may consider an exception for a new organisation wishing to start up and located within the parish. If this is relevant to the application, please speak to the Town Clerk & RFO in the first instance.)

1	Name of Organisation or Individual	
2	Name, Address and Status of Contact	
3	Telephone Number of Contact	
4	Email of Contact	
5	Reason for the request	
6	Please list the beneficiaries from any free use of the facilities	
7	Is the organisation a Registered Charity?	
8	If an organisation, please confirm bank statement or accounts are enclosed	
9	Please confirm the status of the organisation (if applicable)	
10	Venue and Dates (s) Required	
	Notional Value of Hire (To be completed by the Council Officer)	

You may use a separate sheet of paper to submit any other information which you feel will support this application. By signing this form you are agreeing to provide the Council with a receipts and payments record within 28 days of the event or use and also confirming that no individual is making personal financial gain from the event or use.

Signed..... Date



This form to be completed and returned to the Town Council Offices within 28 days of the event.

Event Income (Please provide a breakdown of income)	£	p	Event Expenses (Please provide a breakdown of expenses)	£	p	Are receipts available if required)
Total Income			Total Expenses			
Surplus Income over Expenses for use by Charity						
<p>I confirm that the above information is a true and accurate record of the event/use of facilities at no cost and that records are available if required.</p> <p>I further confirm that Torpoint Town Council and the use of the facilities at no cost will be mentioned in any publicity connected to this event.</p>						
<p>Signed Date</p>						

TORPOINT TOWN COUNCIL

FREE OF CHARGE USE OF COUNCIL FACILITIES

Torpoint Town Council endorses the Lettings Policy and recognises the principles therein, namely: -

- (i) That Council premises represent a significant capital investment and should be fully utilised;
- (ii) Is a valuable community resource;
- (iii) Council usage constitutes a natural priority;
- (iv) That a surplus is welcome when derived from private or commercial usage but is not the objective when facilitating council or public engagement activity by designated users (e.g. public meetings).

The Town Council understands that it will from time to time receive requests for Council facilities to be used free of charge. This could be, for example, in pursuance of the needs for a local Charity or in response to a major disaster that requires an urgent injection of finances to alleviate suffering. The purpose of this document is to act as a guidance to assist Council members to decide on this matter.

Torpoint Town Council

Torpoint Town Council will use the facilities free of charge for

- **Town Council** meetings (including Council, Committee, Working party and others solely for Council based business)
- **Town Council** organised public meetings
- **Town Council** based or organised training
- **Town Council** operational meetings (including staff, meetings with principal authority representatives, meetings with other groups hosted by the Town Council, meetings with other representatives etc.)
- **Town Council led initiatives** (e.g. Festival Events, National Celebrations).

Additionally there will be other occasions that necessitate free of charge use for civic functions and these will include

- Civic parades and ceremonies
- Freedom of Torpoint parades and receptions
- Mayoral receptions for visiting dignitaries, organisations including foreign visitors, Captain of HMS RALEIGH.

Town Mayor

It is recognised the Town Mayor raises money for local charities and leads the community in responding to national and international disasters. The Town Council will allow the Town Mayor to utilise Town Council facilities on a maximum of 6 occasions to facilitate raising finances for charitable causes. These will include

- Funds raised for the Mayors Charity (ies)
- Funds raised for recognised charities
- Funds raised in response to national and international disasters.

External Requests

The Council will from time to time receive requests for free use of facilities and without free use it can be demonstrated that the organisation, charity or individual cannot finance the event or use. The Council will then consider the application provided one or both of the following applies

- That free use of the facilities will benefit residents within the parish of Torpoint
- That free use of the facilities will benefit other organisations and/or charities
- That the event is in pursuance to a national or international disaster.

The applicant will also be expected to complete the application form to use the facilities. With your completed application, you are required to submit a recent bank statement/set of annual accounts. The Council will expect a full receipts and payments account of the event to be submitted within 28 days of the event or use.

The Council will **not permit** free of charge use of facilities for the following:-
Companies, private businesses or organisations seeking to make financial gain for their business or organisations *
Individuals seeking to make personal financial gain.

*The Town Council might consider an exception for a new organisation wishing to start up and located within the parish. If this is relevant to the application, please speak to the Town Clerk in the first instance.

A charge of £15.00 is made for a maximum number of 6 free of charges uses to be applied for, in any 12 month period.