

TALGARTH TOWN COUNCIL

PUBLIC TOILETS BOOKING FORM (outside normal opening times)

HIRE AGREEMENT including TERMS and CONDITIONS.

1. Name of Organisation /Group

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2. Appointed Responsible person

to ensure compliance with terms and conditions stated

on behalf of the above organisation/group making application (Must be over 21yrs of age)

Name	
Address	
Tel No	
Email address	

3. Hiring Date & Times

Day	Date	Times	
		From	To

4. Person responsible for key(s) (if different to 2)

Name	
Address	
Tel No & Email	

5. Additional conditions (if any)

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This agreement is made on the date below and between Talgarth Town Council and The Hirer named above. The Town Council agrees to permit the Hirer the use of the premises for the purposes and periods described above.

The Hirer/Appointed Responsible Person agrees to observe and adhere to the provisions and stipulations contained or referred to in The Town Council's "Standard Conditions of Hire" for the time being in force as annexed hereto (an understanding of which the hirer acknowledges) together with the special conditions set out in the schedule (if any)

Signed by the Hirer (must be over 21 years of age)	
Date	

TALGARTH PUBLIC TOILETS

TERMS & CONDITIONS OF HIRE

(If the Hirer is in any doubt as to the meaning of the following conditions, the Town Council Clerk, Mrs Josephine Rumsey should be contacted on 07970 547996 for clarification)

General Information

Please check for any changes to the terms & conditions on the day of hire.

Any person experiencing Coronavirus symptoms MUST NOT ENTER THE BUILDING.

Hirers must be aware that excessive noise is not permitted, inside or outside this area.

Events must finish no later than 11.30pm.

Hirers will be required to provide a risk assessment and insurance for their hiring and submit to the Clerk 10 days before the event. (See below)

Reminder - At the end of the hire period this facility must be left in a clean and tidy condition.

A supplementary cleaning charge will be made if additional cleaning is required.

Hiring at Council discretion.

Talgarth Town Council has absolute discretion as to the hiring of its facilities and reserves the right to refuse an application for the hire of the Public Toilets.

1. SUPERVISION

The Hirer will, during the period of the hiring, be responsible for the supervision of the premises, the fabric, and the contents; their care, safety from damage howsoever slight; or change of any sort and the behaviour of all persons using the premises.

The Hirer shall ensure that the 'No Smoking' and 'No Vaping' rules are always adhered to inside this area.

2. USE OF PREMISES

The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, not do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission of Talgarth Town Council. It is a condition that any hirer/person, hiring the toilet facilities must leave them in a safe, clean and tidy condition. **After use**, Please ensure the area is left in a clean and tidy condition as found at the start of the hire period. The hirer is responsible for the removal of all rubbish from this area generated by the event.

3. INSURANCE / RISK ASSESSMENT / INDEMNITY Commercial and Political Organisations must make their own insurance arrangements, including Public Liability and provide a copy of this together with a copy of their risk assessment for the event. Organisations (third party user groups) / Events / Individuals running an event, must ensure that they have adequate and valid public liability insurance for the event being organised. The Hirer shall indemnify the Talgarth Town Council (Town Hall) for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring because of the hiring. The Hirer shall be responsible for making arrangements to insure against any third-party claims which may lie against him/her (or the organisation if acting as a representative) whilst using the Hall. The Town Council is insured against any claims arising out of its own negligence.

TALGARTH PUBLIC TOILETS Terms & Hiring Conditions continued

4. PUBLIC SAFETY COMPLIANCE

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise. The Hirer must telephone the Council Clerk immediately if the fire alarm is sounding on telephone number 07970 547996. The Hirer is fully responsible for evacuating the area in the event of main hall fire alarm system sounds.

5. ACCIDENTS / DANGEROUS OCCURRENCES.

The Hirer must report all accidents involving injury to the public to the Town Council Clerk as soon as possible. Any failure of equipment, either that belonging to the Council, or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authorities. The Clerk will give assistance in completing this form. This is in accordance with the executive reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995.

6. CANCELLATION

If the Hirer wishes to cancel the booking before the date of the event, please ensure this is done in writing to the Town Council Clerk at least 24 hours in advance.

7. UNFIT FOR USE

In the event of the toilets or any part thereof being rendered unfit for use, the Town Council shall not be liable to the Hirer for any resulting loss or damage whatsoever.

8. REFUSAL OF BOOKING

The Town Council reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days' notice in writing to the Hirer. The Hirer shall be entitled upon such notice to reimbursement of such monies including the fee paid or a proportion of the same as have been paid by the Hirer to the Town Council.

9. SECURITY/LOCKING OF TOILETS

Hirers of this part of the building on the ground floor will also be responsible for the security of the public toilets outside the hours of 8am – 5pm. The gates must **not** be locked during the hire period, and the toilets checked and cleared of members of the public before locking after the hire period.

10. DAMAGE

Any damage caused or found must be reported during the hire period to the Town Council Clerk. Damage caused during a hiring period will be charged to the Hirer at the cost of any repairs necessary. It is strongly advisable that the hirer appoints a safety/steward to monitor this area to assist in the event of any emergency/ fire alarm that may and to help/supervise the immediate and safe evacuation of all present in the building.

TALGARTH PUBLIC TOILETS

FIRE PROCEDURE

DO NOT ENTER THIS AREA IF THE MAIN HALL (above), FIRE ALARM SYSTEM IS SOUNDING

- a. The Hirer is responsible for telephoning the Fire and Rescue Service.
- b. The Hirer must contact the Town Council Clerk (Mrs Josephine Rumsey 07970 547996) after contacting the fire service.

12. KEYS & SECURITY

The Hirer/person responsible for the key(s) must ensure they are returned by to the Town Council Clerk immediately after the hire period unless alternative arrangements are agreed. If the key(s) are lost or not returned, this will result in the hirer being responsible for the cost of replacement and installation of a new security lock system as per fitted.

13. RIGHT OF ENTRY

The Council reserves the right to enter the premises at all times during the event and the Hirer must arrange for reception staff, stewards and security officers to be instructed accordingly.

14. Data Protection

Any personal information you provide to Talgarth Town Council in connection to the hiring, will be held confidentially in accordance with the current Data Protection regulations, whether held digitally on a computer or in a secure manual filing system. Talgarth Town Council only collects the information from you that we are required to hold. The Town Council's Data Protection Policy may be viewed on our website.

http://www.talgarthtowncouncil.co.uk/TalgarthTC/documents_and_reports-15628.aspx

I have read the above conditions and understand the responsibilities contained therein. I understand that I will be responsible for compliance during the period of hire.

I accept the above terms and conditions for the hiring of Talgarth Town Public Toilets

Signature	Name printed
Date	

(To be signed by person nominated to ensure compliance and to be present during the agreed hiring)

If the Hirer is in any doubt as to the meaning of the conditions, the Town Council Clerk, Mrs Josephine Rumsey should be contacted on 07970 547996

The Town Council agrees to permit the hirer the use of the premises for the purposes and periods described on the booking form above.

This Agreement is made on the date above, between Talgarth Town Council and The Hirer named above.

The Hirer/Appointed Responsible Person agrees with the Town Council to observe and perform the provisions and stipulations contained or referred to in the Town Council's "Terms and Hiring Conditions" for the time being in force together with the special conditions set out above