

Tarleton Parish Council Community Room Hire Policy

This policy sets out the guidelines for the hire of the community room at Tarleton Parish Council, located at The Pavilion, Carr Lane, Tarleton.

The community room is available to hire by individuals, businesses, charities, and community groups either on a one-off or regular basis. The primary focus is to support the local community.

For further information on available dates and times, or to make a booking, please contact Tarleton Parish Council at 07538 455571 email clerk@tarleton-pc.gov.uk.

Term	Definition
Council	Tarleton Parish Council
Commercial User	For-profit individuals, organisations, or businesses which charge fees for the activity held
Private User	Any person using the hall for private purposes
Non-profit and Not for profit	The organisation or owners do not earn a profit and can provide evidence of such
Charity	An organisation that has charitable purposes and can provide evidence of such
Charitable Purposes	Raising funds for a charity and can evidence the charitable purpose and that the donation was made
Regular Hirer	Any individual, business, or organisation that hires the hall 10 or more times per annum
Casual Hirer	Any individual, business, or organisation that hires the hall less than 10 times per annum
Sports User Group	Sports teams who lease pitches at Carr Lane
Parish Based Users	Any individuals or groups that are formed in Tarleton

Uses

The Community Room may be used for purposes such as:

- Community education programs
- Fundraising activities
- Training, conferences, and seminars
- Birthday parties
- Exercise classes
- Playgroups
- Religious meetings
- Dance groups
- Private functions

Costs and Deposits

Full payment for hire must be received at least 1 week prior to the date of the booking. If full payment is not received, the booking will be cancelled.

The Council reserves the right to vary or waive the fees depending on the use of the community room or the frequency of use. The decision of the Council is final. Variations to fees will be considered and agreed on an individual basis when requested.

Any damage to the room will be invoiced to the hirer. A minimum of £50 will be charged but we reserve the right to increase this upon inspection of works required to put right.

Charging Structure – 8am-11pm

Tarleton Parish Council - Carr Lane Pavilion 2024.25					
Charges for Business Use		Hourly	Minimum	Half Day	Full Day
		Rate	Charge		
		£	£	£	£
Local Businesses less than 10 employees		15.00	25.00	50.00	100.00
Local Businesses more than 10 employees		15.00	25.00	50.00	100.00
Charges for Individuals for Private Functions					
Basic Room use		15.00	25.00	50.00	100.00
Basic Room with kitchen		15.00	25.00	50.00	100.00
Business Use /Private Functions – a nominal charge of £18 for caretaking duties					
Charges for Use of Community Room only					
Organisations who have contributed to funding		No charge			
Parish based organisations		7.00	14.00	28.00	56.00
Other organisations		10.00	20.00	40.00	80.00

Terms and Conditions of Use

1. Tarleton Parish Council will not be liable for any accident, injury, damage, loss, expenses, or inconvenience whether to person or property, which may be suffered or incurred arising out of, or in any way connected with the hiring however caused.
2. The capacity of the community room is 50 people, this must not be exceeded.

3. All commercial, not for profit, charity, and regular hirers must provide evidence of current public liability insurance.
4. The facilities must not be left unattended. Hirers are responsible for the security of the community room for the duration of their hire.
5. Hirers must return the facilities in a clean and tidy condition.
6. Hirers must remove all personal possessions, display material, rubbish, food, and drink from the premises.
7. Nails, screws, blue/white tack, or any other fastenings must not be driven in or attached in any way to the walls, floors, furniture, or fittings.
8. Smoking/vaping is prohibited.
9. Chewing gum is prohibited.
10. The serving or consumption of alcohol in the community room or the surrounding area of Carr Lane is not permitted.
11. Barbeques, fireworks, smoke machines, bubble or foam machines, bouncy castles, and other inflatable devices are prohibited.
12. Animals in the community room will need to be approved prior to use with the exception of guide dogs or assistance dogs.
13. The kitchen must be left in a clean and tidy manner, no items to be left on worktops.
14. No items from the premises are to be removed for outside use without prior express approval.
15. Any damages or breakages must be reported prior to leaving the site.
16. The hirer is responsible for the cost of making good any damage caused to the building, furniture, fixtures, or fittings arising during their engagement.
17. Any hazards, incidents, injuries, or near misses must be reported before leaving the premises and/or at the earliest opportunity.
18. The decision of the Council is final.
19. Tarleton Parish Council will not be liable for any accident, injury, damage, loss, expenses, or inconvenience whether to person or property, which may be suffered or incurred arising out of, or in any way connected with the hiring however caused.
20. The hirer will be responsible for any claims legally payable for Copyright Fees or Performing Rights and undertakes to indemnify the Council in respect of any obligations or claim.