

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



Illogan Parish Council Community Room Hire Policy

This policy sets out the guidelines for the hire of the community room in Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

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 Illogan Parish Council on 01209 711433, email enquiries@illoganparishcouncil.gov.uk or pop into Illogan Parish Council Community Office, Trevelyan Road, Illogan during weekdays.

Definitions

Council	means Illogan Parish Council
Commercial User	means for profit individuals, organisations or businesses which charge fees for the activity held
Private User	means any person using the hall for private purposes
Non-profit and Not for profit	means that the organisation or owners do not earn a profit and can provide evidence of such
Charity	means an organisation that has charitable purposes and can provide evidence of such
Charitable Purposes	Raising funds for a charity and can evidence of the charitable purpose and that the donation was made
Regular Hirer	means any individual, business or organisation that hires the hall 10 or more times per annum
Casual Hirer	means any individual, business or organisation that hires the hall less than 10 times per annum

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



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

A non-refundable deposit of £10, preferably by bank transfer, will be required to secure a booking. The deposit will be deductible from the total hire costs. If fees are waived, the booking deposit will still be required but will be refunded after the booking has been completed.

A refundable damage deposit of £50, preferably in cash, will be required and must be paid at least 1 week prior to the date of booking.

Full payment for hire including the refundable damage deposit 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.

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



Charging Structure – 8am -4pm

For booking afters 4pm there will be an additional £25 charged on all fees.

Type of Organisation/User	Use	Community Room Only	Community Room and Kitchen	Community Room and Screen - plus an additional £50 damage deposit for screen	Community Room, Kitchen and Screen - plus an additional £50 damage deposit for screen
Private individuals	Birthday parties Private functions	£25 per hour	£30 per hour	£30 per hour	£35 per hour
	Free to attend community event	£10 per hour	£15 per hour	£15 per hour	£20 per hour
	Charge to attend community event	£25 per hour	£30 per hour	£30 per hour	£35 per hour
Community Organisations that charge membership	Organisation / Group meeting	£25 per hour	£30 per hour	£30 per hour	£35 per hour
	Free to attend community event	£10 per hour	£15 per hour	£15 per hour	£20 per hour
	Charge to attend community event	£25 per hour	£30 per hour	£30 per hour	£35 per hour
	Organisation / Group meeting	£10 per hour	£15 per hour	£15 per hour	£20 per hour
	Free to attend community event	£10 per hour	£15 per hour	£15 per hour	£20 per hour

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



Community Organisations that are free to attend	Charge to attend community event	£25 per hour	£30 per hour	£30 per hour	£35 per hour
Commercial Organisation	Meetings, training, conferences, seminars	£25 per hour	£30 per hour	£30 per hour	£35 per hour
	Free to attend community event	£25 per hour	£30 per hour	£30 per hour	£35 per hour
	Charge to attend community event	£25 per hour	£30 per hour	£30 per hour	£35 per hour
Charities	Organisation / Group meeting	£10 per hour	£15 per hour	£15 per hour	£20 per hour
	Free to attend community event	£10 per hour	£15 per hour	£15 per hour	£20 per hour
	Charge to attend community event	£25 per hour	£30 per hour	£30 per hour	£35 per hour
NHS	Clinics aimed at local residents	No charge	No charge	No charge	No charge

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG



Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk

Terms and Conditions of Use

1. Illogan 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 60 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. It is the hirer's responsibility to ensure that they have the appropriate licence to show any copyright material on the screen.
5. The facilities must not be left unattended. Hirers are responsible for the security of the community room for the duration of their hire.
6. Hirers must return the facilities in a clean and tidy condition.
7. Hirers must remove all personal possessions, display material, rubbish, food, and drink from the premises.
8. 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.
9. Smoking/vaping is prohibited.
10. Chewing gum is prohibited.
11. Stiletto heels are prohibited.
12. The serving or consumption of alcohol in the community room or the surrounding area of Illogan Park is not permitted.
13. Barbeques, fireworks, smoke machines, bubble or foam machines, bouncy castles and other inflatable devices are prohibited.
14. Animals in the community room will need to be approved prior to use with the exception of guide dogs or assistance dogs.

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG



Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk

15. No items from the premises are to be removed for outside use without prior express approval.
16. Any damages or breakages must be reported prior to leaving the site.
17. The hirer is responsible for the cost of making good any damage caused to the building, furniture, fixtures, or fittings arising during their engagement.
18. Any hazards, incidents, injuries or near misses must be reported before leaving the premises and/or at the earliest opportunity.
19. The decision of the Council is final.
20. Illogan 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.
21. 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 claims.

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



Illogan Parish Council Community Room Booking Form

Hirers Contact Details

Name of Hirer:

Name of Organisation:

Position within Organisation:

Charity Registration Number:

Address:

Telephone Number:

Email Address:

Booking Details

Date of hire:

[Enter date]

Start time:

[Enter start time]

Finish time:

[Enter finish time]

The community room will be opened and closed at the times stated above. Please make sure you allow enough time for setting up before your event and cleaning up afterwards.

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



Reason for hire:

[Enter reason]

Declaration

I acknowledge that I have read and understood the Illogan Parish Council Community Room Hire Policy.

I confirm that I am authorised on behalf of my organisation to make this booking.

I agree to abide by the Terms and Conditions of Use.

Signature: _____

Print Name: _____

Date: _____

For Office Use Only

Booking Deposit

Officer's initials: _____

Cost: £10

Amount received (£): _____

Date: _____

Payment type (cash, bank transfer, etc.): _____

Full Payment

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG



Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk

Officer's initials: _____

Cost: _____

Amount received (£): _____

Date: _____

Payment type (cash, bank transfer, etc.): _____

Damage Deposit

Officer's initials: _____

Cost: _____

Amount received (£): _____

Date: _____

Payment type (cash, bank transfer, etc.): _____

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



Privacy Notice

Who will control my data?

The Data Controller for all the information you provide on this form is Illogan Parish Council, Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG. Data Protection Registration Number: Z5655097

There's something I don't understand

"If you need help in understanding or completing this form, please contact the Clerk on 01209 711433 or by emailing enquiries@illoganparishcouncil.gov.uk

How we will use the information about you

The information you provide on this form will be used to process the contract and contact you about your application to hire the community room.

Who else will we share information with?

We will only use this information in conjunction with your application to hire the community room.

Your data will be held within and will not be processed outside of the UK. Access to your information will only be made to authorised personnel and members who are required to process it for the purposes outlined in this privacy policy.

Our sub-contractor(s) detailed in this privacy policy notice will also maintain the same levels of security that we do which are set out in the contract we have with them.

How long will you keep this information for?

6 years plus the current financial year, which runs from 1st April to 31st March

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG



Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk

What are my data rights?

Your personal information belongs to **you**, and you have the right to:

- Be informed of how we will process it.
- Request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically, we will return it the same way).
- Have it amended if its incorrect or incomplete.
- Have it deleted (where we do not have a legal requirement to retain it).
- Restrict how we process it.
- Object to us using it for marketing or research purposes.
- Object to us using it in relation to a legal task or in the exercise of an official authority.

How do I exercise these rights?

If you would like to access any of the information, we hold about you or have concerns regarding the way we have processed your information please contact:

The Data Protection Officer

Email: dpo@illoganparishcouncil.gov.uk

I don't agree with something

We would prefer any complaints to be made to us initially so that we can have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns directly with the Information Commissioner's Office:

Tel: 0303 123 113 or online: <https://ico.org.uk/concerns>

Page 1 of 8

Adopted: 15.02.23 Minute Number: FC23/02/11.2