

Lyme Regis Town Council
Terms and Conditions of Hire of the Marine Parade Shelters



1. Application for use of the shelters

- 1.1 Applications for the use of the shelters' facilities should be made on a booking form at least 14 days in advance. All fields on the booking form must be completed.
- 1.2 The receipt of a booking form for use of a shelters' facility will be acknowledged. The booking will not be secured until full payment has been made and a confirmation letter has been issued by the council.
- 1.3 Applicants that have charitable status or are raising money for a charity must apply to Dorset Council for a collection licence, and the licence number must be included on the booking form before the booking can be confirmed.
- 1.4 The council may be able to provide tables and chairs on request. This must be requested on the booking form.
- 1.5 Applicants must be over the age of 18 years and for those under the age of 18, proof of parental consent will be required.
- 1.6 If a booking over-runs, additional time will be charged.
- 1.7 Hirers must not sub-let but multiple hirers may use one space by agreement.
- 1.8 Applications for bookings later than 9pm and those where alcohol is to be consumed or sold are at the discretion of the town clerk.
- 1.9 Lyme Regis Town Council reserves the right to refuse any application for use.
- 1.10 Bookings for major events should be made 11 months in advance.
- 1.11 Commercial traders who require regular bookings must submit their preferred dates and proposed business operation in January each year and the council will allocate dates throughout the year.

2. Payment

- 2.1 Payment by bank transfer is preferable and can be made to: *Lyme Regis Town Council, sort code: 30-90-37, account number: 18761468*. Please state 'shelters hire' as the reference. Payment can also be made debit/credit card over the telephone.
- 2.2 Lyme Regis Town Council reserves the right to bill additional cleaning and caretaker cover, where necessary.
- 2.3 Lyme Regis Town council reserves the right to bill additional charges as a result of any damage as outlined in section 4.

3. Cancellation

- 3.1 Lyme Regis Town Council reserves the right to cancel or amend any booking.
- 3.2 If a hirer wishes to cancel a booking, this must be made in writing and the following charges are payable by the hirer:
 - a. More than 21 days – No charge
 - b. 14 days in advance – 50% of booking charge
 - c. Less than 14 days in advance – 100% of booking charge

4. Loss, injury or damage

- 4.1 Hirers must provide a copy of their public liability insurance.
- 4.2 The hirer is responsible for any loss or damage to the building, fixtures, fittings and contents.
- 4.3 Lyme Regis Town Council accepts no responsibility for the loss or theft of property from the premises, and damage, including personal injury or death.

5. Health and safety

- 5.1 Hirers must not exceed the maximum capacity for indoor areas according to the fire regulations.
- 5.2 If a user is operating any portable electrical appliance not provided by Lyme Regis Town Council this equipment must have a valid portable appliance test label or certificate.
- 5.3 The user is responsible for ensuring all gangways, doorways, stairways and exits are kept unobstructed.
- 5.4 Users must make themselves aware of the fire evacuation notices displayed.
- 5.5 No explosives, highly flammable spirits or liquid gas containers shall be brought into shelters facilities and the use of naked flames in any part of the building is strictly prohibited.
- 5.6 In the event of an accident within the shelters, the hirer must report the incident to the town council.
- 5.7 Smoking is not permitted in any of the indoor facilities.
- 5.8 Hirers must allow access and egress for members of the public who wish to sit on the benches at the back of the market and performance areas.

6. Property and equipment

- 6.1 All other property brought into shelters by hirers must be removed at the end of the booking unless otherwise authorised by Lyme Regis Town Council.

7. Vehicles

- 7.1 Vehicles are only permitted on Marine Parade **before 10.30am or after 4.30pm and access is only allowed for 20 minutes**. Applications for a specific and temporary variance to this condition must be made to the town clerk. Please refer to the council's Marine Parade Motor Vehicular Access Policy.
- 7.2 Hirers are not permitted to trader from trailers, unless in conjunction with a major event and special permission has been given.

Lyme Regis Town Council reserves the right to amend these terms and conditions.