



PRESTATYN TOWN COUNCIL

ROOM HIRE POLICY

2025 / 2026

VERSION UPDATES

Version	Date	Section	Details of Change
V1	22.11.2023	Whole of document	Initial draft document for approval
V2	18.06.2025	Whole of document	Updated for approval
V3	19.12.2025	Whole of document	Updated for approval– Terms & Conditions included to form 1 document
V3(b)	22.12.2025	Multiple sections to reflect staff input	Minor changes to multiple sections; alterations to booking form
V3(c)	16.02.2026	Risk assessment	Altered to require risk assessment at the time of booking
V3©	03.03.2026	Reviewed	Reviewed

APPROVAL & CIRCULATION

Version	Date	Meeting	Reviewed Approval
V3(b)	05.02.2026	Policy Review Sub-Committee	Reviewed
V3(c)	03.03.2026	Policy Review Sub-Committee	Approved
V3(c)	08.04.2026	Finance & Management Committee	Approved
V3(c)	22.04.2026	Full Council	Formally approved

Signature: _____

Date: _____

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INTRODUCTION

This policy sets out Prestatyn Town Council's (PTC) room hire practices and fees.

A major change from previous iterations is that the Committee Room will no longer be available for bookings as of 25.07.2025 and for the foreseeable future. The Council Chambers is still available as in previous years.

The Council Chambers situated in the office of Prestatyn Town Council (PTC) on Nant Hall Road also serves as a function room for approximately 35 people. The room may be booked for meetings or events by organisations; such as statutory bodies, local constituted groups, charities, social enterprises or Community Interest Companies. The facilities are available during normal office hours, Monday to Thursday (9am – 5pm) and Friday (9am – 4.30pm). Kitchen facilities and toilets are available on site.

To make a booking, enquire about room availability or facilities provided please visit PTC's website or contact as below:

Prestatyn Town Council
7 Nant Hall Road
Prestatyn
North Wales
LL19 9LR

Between normal office hours (9am to 5pm) Monday to Thursday / Friday (9am – 4.30pm):

Telephone: **01745 857185**

Email: events@prestatyntc.co.uk

More information is available on Prestatyn Town Council's website:

<https://www.atprestatyn.co.uk>

THE FINER DETAILS

ENTERTAINMENT

If the premises are required for dramatic or film recitals (or if optical projections of any kind are used), the Hirer must guarantee that permission (where necessary) has been obtained from copyright holders for public performance and that the requirements of the licensing authorities have been met. Gambling is not permitted on the premises.

REFRESHMENTS

Tea & coffee making facilities are available, however, supplies need to be provided by the Hirer unless agreed with PTC in advance of the event. **No alcohol** may be consumed or supplied on the premises or adjoining outside area.

HEALTH AND SAFETY

Smoking is not permitted in any part of the premises or the surrounding area.

The relevant procedure in the Event of Fire and applicable instructions will be provided to the host at the time of arrival. It will remain the responsibility of the host or meeting facilitator to record all attendees and to reconfirm all parties are present at the fire assembly points in the event of an evacuation. The host is also responsible for ensuring all attendees know the locations of the fire exits and fire assembly points.

NUISANCE

The Hirer shall not do, or permit to be done upon the premises, anything which may be or become a nuisance or annoyance to the quiet or comfort of the owners, occupiers or users of adjoining property and areas. Animals, other than guide dogs and working companions, are not permitted on the premises unless agreed with PTC in advance.

LOSS AND DAMAGE

Any damage caused will be the responsibility of the Hirer, who will be asked to pay repair or replacement costs. PTC does not accept responsibility for any loss or damage to clothing or other personal property arising out of the hire. Screws, nails, drawing pins, etc, may not be driven into any part of the premises or furniture. Adhesives, including sticky tape and putty-like substances, may not be used to place notices or posters onto walls or furniture.

EQUIPMENT

Any crockery used must be washed, dried, and left ready for subsequent use in the kitchen. Additional equipment, such as the overhead projector, may be available for use if requested. Any electrical equipment being brought into the building for use at a function or event must be PAT tested and certified by a qualified electrician and/or a certified PAT tester. The responsibility for this remains with the Hirer. PTC must be advised of all electrical equipment intended for use in the building at the time of booking.

ACCESS

A member of staff is required to be in the premises whilst a room is on hire to open and close the building.

RISK ASSESSMENT

A first time Hirer must complete a Risk Assessment for any activities or events and share a copy with PTC at the time of booking. For subsequent bookings, a new risk assessment is needed only when significant details have changed or when the purpose of the booking differs. A copy of the council's risk assessment is available upon request.

FIRST AID

If a qualified First Aider is required on site during a hire period, the Hirer should make their own arrangements for this. A First Aid kit is available in the kitchen on the ground floor, and a Defibrillator is also available in the Reception area at the front of the building.

INSURANCE

The premises will be covered by PTC's Public Liability Insurance regarding any liability for injury or damage caused by items not provided by the Hirer. This does not include employees of the Hirer if the injury arises out of, and in the course of, employment by the Hirer. A copy of the Hirer's Public Liability Insurance (PLI) documents can be provided, showing a minimum cover of £5 million.

BOOKING CONDITIONS

Room hire attracts a booking fee which is dependent on the nature of the group making the reservation. Sub-letting is not permitted. Any abuse of the facilities may lead to cancellation of any further bookings and other consequences as appropriate.

DEFINITIONS

[Community Bookings](#)

A community booking is made by a Prestatyn & Meliden based group who hold activities for the **benefit of the local community and not for profit**. The event or activity is open to the local community and is either free or participants are charged a small nominal fee to cover expenses.

[Charity / Not-for-Profit Bookings](#)

Groups which are a registered charity who do not charge or who make a nominal charge for activities / events / training organised.

[Statutory, Partner or Public Services](#)

These are groups who require meeting room facilities and for which a charge may be incurred.

[Private Functions / All Other Businesses](#)

These are organisations who operate for financial gain.

CHARGES

The current charges detailed below are for Monday to Thursday 09:00 – 17:00 / Friday (9am – 4.30pm), excluding Bank or Public Holidays. Setting up and clearing up time needs to be factored into any booking request. All rooms should be left in a clean and tidy manner.

Community Bookings and Charity / Not-for-Profit Bookings

Free

Statutory or Partner Services Bookings

- Chambers including kitchen facilities: £15 per hour
- Chambers: £10 per hour
- Additional requirements may incur an additional charge

All Other Businesses

- Chambers including kitchen facilities: £25 per hour
- Chambers: £15 per hour
- Additional requirements may incur an additional charge

Payment

Payment is due at least 5 working days in advance of the session and it is preferred that payment is made electronically (*details will be provided upon booking*). If paying by post and a receipt is required, a stamped addressed envelope is required; cheques should be made payable to Prestatyn Town Council.

Cancellations

All cancellations should be advised within 5 working days of the event. For all cancellations after this time, or any no shows, see the hire terms & conditions for further details.

TERMS & CONDITIONS

These are the terms and conditions that apply to the use of any rooms able to be hired in the possession of Prestatyn Town Council (the 'Owner'), and any associated services agreed, provided to you (the 'Hirer').

Provisional Bookings

A provisional booking does not constitute a legal agreement between the parties. Provisional bookings are held for 5 working days and, if not confirmed during this time, provisional bookings are automatically released to free space for confirmed bookings.

Confirmed Bookings

A confirmed booking constitutes a legal contract between the parties.

A confirmed booking comprises the terms set out in the booking form and includes these terms and conditions ("your agreement").

A form to complete a provisional booking will be sent to the Hirer by email or provided in hardcopy. On receipt by PTC of a completed booking form and hire payment, the booking will be deemed confirmed.

Cancellation Policy

If the Hire is cancelled by the Hirer for any reason:

- One working day or less prior to the date of the hire: 100% of quoted price
- Two working days or less: 75% of quoted price
- Three working days or less: 50% of quoted price
- At least five working days prior: 0% of quoted price

The hire may be cancelled by the Owner, subject to the following provisions:

- An agreement will end immediately upon notice to the Hirer if the Hirer breaches any of their obligations under the agreement. If the agreement is cancelled in this way, it does not exempt the Hirer from any outstanding obligations to the Owner. Any funds paid in advance will be refunded in accordance with the cancellation policy.
- The Hirer agrees to indemnify the Owner against all costs and losses incurred as a result of the termination and / or damage to any property.
- The Owner reserves the right to suspend this agreement for reasons of third-party requirements (e.g. electric/gas, etc.), political unrest, strikes, terror-related threats or incidents (actual or perceived) or other events beyond the Owner's control.

Duration

The agreement starts at the time and date for which the booking is confirmed and continues for the period stated on the booking form.

Nuisance

The Hirer shall not do, or permit to be done upon the premises, anything which may be or become a nuisance or annoyance to the quiet or comfort of the owners, occupiers or users of adjoining property and areas. Animals, other than guide dogs and working companions, are not permitted on the premises unless agreed with PTC in advance.

Provision & Use of Facilities

Any damage caused will be the responsibility of the Hirer, who will be asked to pay repair or replacement costs. PTC does not accept responsibility for any loss or damage to clothing or other personal property arising out of the hire. Screws, nails, drawing pins, etc, may not be driven into any part of the premises or furniture. Adhesives, including sticky tape and putty-like substances, may not be used to place notices or posters onto walls or furniture.

Sub-letting is forbidden. Any abuse of the facilities may lead to cancellation of any further bookings.

The Owner reserves the right to suspend the provision of services for reasons of third-party services (e.g. electricity/gas, etc.), political unrest, strikes, terror-related threats or incidents (actual or perceived) or other events beyond our control.

Use of any Services may be denied if:

- The Hirer has not paid the quoted price
- The Hirer is in breach of their agreement
- The Hirer is in breach of the house rules

The Hirer must comply with all relevant laws and regulations during the use of services at the Prestatyn Town Council facility.

Premises may only be used for the hire purpose declared.

At all times, the Hirer may not carry out any activity that may:

- Cause loss or damage to the Owner, or to any party with any interest in the building which contains the Prestatyn Town Council facility
- Bring the name of the Owner, its associates and/or its members into disrepute

Fees & Payment Terms

The Fee is the total amount for the meeting room hire plus any service charges quoted at the time of booking. The Fee is payable at the time of booking.

Under these terms and conditions, you hereby agree to pay an Additional Charge to cover any additional services used during your hire that were used without prior arrangement. An invoice for this use, plus any additional related costs such as repairs or cleaning, will be issued detailing this charge.

Notices

All formal notices must be in writing.

Cessation of Charges

In respect of repeat bookings that are no longer required, it is the responsibility of the Hirer to notify the Owner of this. Failure to do so will result in charges being applied under the Cancellation Policy.

For a one-time room hire, the Hirer will be expected to vacate the room at the end of their hire and to ensure that the room is in an acceptable condition for the next user.

Additional Charges

The meeting room hire period includes all setup and clearing of the room in readiness for the next hire. In cases where it may take a longer time to clear or clean the room, the Hirer is required to take this into consideration and make suitable preparations to avoid inconveniencing the next user. The Owner reserves the right to charge for any delays.

Should the room incur heavy cleaning requirements after the hire, the Owner reserves the right to charge the Hirer for such work.

The Hirer is responsible for the disposal and removal of their own rubbish/ litter from the Owner's premises. Failure to do so may result in an additional charge.

Liability

The Hirer hereby agrees that the Owner is not liable for any loss resulting from a failure to provide any services, unless done so deliberately or through negligence. The Owner does not become liable for any failure until the Hirer has informed the Owner and the Owner has been given a reasonable time to put the failure right.

Equipment Liability

The Hirer accepts all responsibility for their equipment whilst on the premises.

The Hirer is always liable for the loss or damage to any of the Owner's furnishings, décor, equipment and building premises. Screws, nails, drawing pins, etc. may not be driven into any part of the premises or furniture. Adhesives, including sticky tape and putty-like substances, may not be used to place notices or posters onto walls or furniture.

Applicable Law

These terms are subject to the legal jurisdiction of England & Wales and may change without prior notice.

Any sections of this agreement proven to be legally unenforceable will be considered to be removed from this agreement, and the remaining terms will remain in effect as if the removed sections had never been included.

Confidentiality

Additional terms and conditions of any agreements between the Hirer and Owner are to be considered confidential. Neither party may disclose them without the other's consent unless required to do so by an officer of the law or an official authority. This obligation continues after the agreement ends.

Health & Safety

Smoking is not permitted in any part of the premises or the surrounding area.

The relevant procedure in the Event of Fire and applicable instructions will be provided at the time of arrival. It will remain the responsibility of the Hirer to record all attendees, and reconfirm all parties are present at the fire assembly points in the event of an evacuation. The Hirer is also responsible for ensuring all attendees know the locations of the fire exits and fire assembly points.

It is the responsibility of the Hirer to complete a Risk Assessment for any activities or events. PTC reserves the right to request a copy at the time of booking and will provide a copy of its Risk Assessment upon request.

If a qualified First Aider is required on site during a function the Hirer is responsible for making their own arrangements. A First Aid kit is available in the kitchen on the ground floor, and a Defibrillator is also available in the Reception area at the front of the building.

