



Valley Community Council

LETTINGS POLICY

Reviewed by Working Group	Approved by Full Council	Adopted by Full Council
03/03/2026	20/05/2026 Minute ref: 17/2627	20/05/2026 Minute ref: 17/2627

1.0 INTRODUCTION

- 1.1 This policy relates to the letting of the premises, facilities and outdoor spaces of Valley Community Council.
- 1.2 It is the policy of the Council to maximise the use of its facilities for the benefit of the local community. To this end, our facilities are for hire by organisations, groups and individuals, subject to availability and in accordance with the terms and conditions of hire and this policy.
- 1.3 The Council will take a positive approach to applications for the use of its premises, facilities and open spaces and will endeavour to maximise their use.
- 1.4 We will seek to encourage local organisations, including businesses, not for profit organisations and particularly registered charities to use the premises, facilities and open spaces for meetings and activities, where such meetings and activities are complementary for the well-being of Valley.
- 1.5 Under no circumstances shall the Pavilion be left unattended. The hirer must ensure a responsible adult (or authorised responsible persons for organisation) is present throughout the hire, including set-up and clear-down, and must not leave the Pavilion open, unlocked or accessible without supervision at any time. Where children, young people or vulnerable persons are involved, supervision must be continuous. Any breach of this requirement will be treated as a serious breach of the lettings policy and may result in termination of the hire, additional charges and/or refusal of future bookings.

2.0 PERMANENCY

- 2.1 The Council will not permit any lettings or other permission to any organisation if this creates an effective business or permanent address for the organisation at a community council premises, facility, or open space. Any requests for lettings that are permanent will require approval by the full council.

3.0 LETTINGS

- 3.1 A request for a letting can be received via the telephone, e-mail or through the Council website.
- 3.2 All letting requests will be considered on their own merits, although the Council reserves the right to ask for more information of the prospective hirer to establish their requirements and if the request can be considered further. This is to ensure the letting can be accommodated safely and is acceptable to the Council.
- 3.3 The hire rates payable are the rates prevailing at the date of the booked event. The minimum hire period for a casual booking is 1 hour.
- 3.4 The Council will consider letting requests on a casual (one-off or irregular basis) or on a regular basis (usually weekly or monthly).
- 3.5 In respect of every request for a booking, a completed hire agreement is required, signed by both parties.
- 3.6 All bookings are subject to availability. Booking requests are considered on a first come, first served basis.
- 3.7 All events and activities for children and young people must be properly supervised by a named responsible adult.
- 3.8 'By the gate fee' for entry to Parc Mwd is **not permitted** under any circumstances.
- 3.9 Risk assessments must be provided to the clerk prior to the hire date.
- 3.10 No furniture is to be used outdoors without permission of the Clerk.
- 3.11 All electrical equipment must be safe and suitable for use. No portable electrical equipment is to be used on the premises unless they are PAT tested.
- 3.12 Bouncy castles and inflatables are not permitted within the Pavilion building. Their use outdoors requires prior written permission from the Council and must be supported by appropriate public liability insurance where applicable.

4.0 CAPACITY

- 4.1 The maximum seated capacity of the meeting room is **15**. Bookings will not be accepted where the capacity will be exceeded. The Council reserves the right to refuse bookings where it believes the capacity may be exceeded. The capacities are in place to comply with regulations and insurance purposes.

5. FETES AND GALAS

- 5.1 Police and Fire Brigade authorities must be consulted at least 7 days prior to the event, and their recommendations strictly adhered to.
- 5.2 There should be at least 1 steward in attendance for every 100 spectators for the duration of the event.

- 5.3 Qualified First Aid personnel must be in attendance with the means available to summon the Emergency Services.
- 5.4 All independent persons, owners of mechanically propelled vehicles and the owners of any animals must have their own Public Liability Insurance.
- 5.5 All areas where events are to take place are suitable for the intended purposes.

6.0 INSURANCE

- 6.1 Individuals, groups and organisations using the Council’s facilities or organised activity are required to have their own public liability insurance cover and provide evidence of this to the community council.
- 6.2 Private parties and events (casual bookings) may be covered by the Council’s insurance subject to policy terms and conditions. However, if the party or event is supported by a third-party contractor (e.g. bouncy castle, caterer, etc.) then evidence of the contractor’s Public and Products liability insurance (£10,000,000) is required ahead of the booking taking place, including policy number, insurer and the limit of liability.
- 6.3 The hirer shall be responsible for the use of the premises during the hire period and agrees to indemnify the Council against any claims, loss or damage arising from their use of the premises.

7.0 REQUESTS AT SHORT NOTICE

- 7.1 The Council will not normally consider an application for a booking with less than seven days’ notice.

8.0 COST OF HIRE

- 8.1 Payment of booking should be made at least one week before your booking commences. If payment is not received, your booking will be cancelled.

Type of Hire	Letting Rate
Private	£15 per hour
Charity/Voluntary	£10 per hour

- 8.2 Additional cost for Bouncy Castle or similar is £30 per hour to cover the cost of electricity power used.
- 8.3 All other letting contracts will be at the discretion of the Clerk in liaising with the Chairman and Vice Chairman of the Council.
- 8.4 Payments can be made by cash, cheque or bank transfer.

9.0 DISPLAY OF MATERIAL

- 9.1 Any display of material by any group must be approved in writing by the Clerk. Groups may only display material in areas specially identified for this purpose.

10.0 CLEANING

- 10.1 Hirers must return the facility in a clean and tidy condition. Hirers are responsible to remove all rubbish from the building. No food or drink is to be left on the premises.

11.0 STORAGE

- 11.1 There are no storage facilities. No exclusive use of cupboards or areas is permissible.

12.0 SMOKE FREE

- 12.1 Valley Community Council operates in accordance with the 2007 Regulations on smoking inside public premises. Smoke is strictly prohibited in and out of the pavilion.









13.0 ALCOHOL

- 13.1 The service or consumption of alcohol at the Pavilion is not permitted. Any alcohol that is left in the Pavilion will be removed.

14.0 EVACUATION PROCEDURES

- 14.1 Each hirer must make themselves aware of the evacuation procedures of the Pavilion. Emergency Information Folder with relevant information located at exits.

FIRE PROCEDURE

-  In the event of a fire, raise the alarm by activating the fire alarm (red call points located around the building).
-  Leave the building by the nearest exit.
-  **DO NOT RUN.**
-  Assemble by the muster point situated on the triangle area opposite the Pavilion main entrance.
-  Phone 999 and ask for the Fire Service.
-  **(You are at Parc Mwd, Station Road, Valley, LL65 3EW)**
What 3 Words ///bids.studio.breached
-  It is the responsibility of the hirer to ensure that ALL their group have been evacuated from the Pavilion.
-  When out of the building safely, please telephone the Clerk on 07375 781090 or the Chair of the Council on 07738 632814.

15.0 SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

- 15.1 Hirers who wish to use the pavilion for activities which include children and vulnerable adults, other than for hire for private parties arranged for invited friends and family, must produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS) when requested to do so.
- 15.2 When there is a requirement for DBS check to be undertaken, the hirer must keep appropriate records in line with the DBS Code of Practice and report to the council any safeguarding concerns which may arise.
- 15.3 The hirer is responsible for informing the Clerk and the relevant authorities of any safeguarding incident that occurs on the Council's premises. The clerk will separately inform authorities of any incident.

16.0 REVIEW

- 16.1 This policy will be reviewed annually.
- 16.2 Hire charges for premises and facilities will be reviewed annually. The terms and conditions of hire are kept under review and may be changed without notice.

TERMS AND CONDITIONS SPECIFIC TO THE HIRE OF THE PAVILION, PARC MWD, VALLEY

The hiring of the Pavilion is subject to the following terms and conditions of hire:

●	The Pavilion is let only on the conditions set in the hire policy and the payment by any person of any sum/fees set out in the policy.
●	Receipt of fees shall be deemed to be acknowledgement and acceptance by such person of the conditions and stipulations contained in the letting policy and terms and conditions, including the provision that the Council may vary the hiring charge subsequent to the date of the application and the hirer is bound to pay any increase in such change.
●	The council expressly reserves the right at its absolute discretion to refuse or accept any engagement and the Council shall not be liable in any way for any loss or damage or otherwise in consequence of the exercise of this right.
●	Valley Community Council will not be liable for any accidents, 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.
●	The capacity of people must not be exceeded.
●	No item of the premises is to be removed for outside use.
●	The hirer shall be responsible for the cost of making good any damage caused to the buildings, furniture or fittings arising out of and in the course of their engagement, reasonable wear and tear alone expected.
●	Commercial hire, non-for-profit hire and charity hire are required to carry out a risk assessment of activities and give record to the Clerk of council at least one week before the hiring date.
●	The Pavilion should not be left unattended.
●	The use of chewing gum, fireworks, smoke machines and large inflatables/bouncy castles is not permitted within the Pavilion building.

•	Smoking is expressly prohibited.
•	Alcohol is not permitted in or outside the Pavilion. Hirers of the Pavilion must not under any circumstances allow their patrons or themselves to open or consume alcohol.
•	Nails, screws, blue/white tack or any other fastening must not be driven into or attached in any way to walls, floors, furniture or fittings.
•	Hirers using kitchen facilities must comply with all food hygiene regulations.
•	Strictly no sitting on tables or placing heavy objects on tables. Hirers requiring or using any of the council's table for serving or handling refreshments of any kind must provide a suitable tablecloth or other means of covering (not printed paper).
•	Strictly no charging of electric vehicles at any time.
•	The Pavilion must be left by the hirer in a reasonable clean condition, and all goods, properties, materials and refuse must be removed from the building and put in the bins outside at the end of your booking.
•	Hirers are reminded of the needs to comply with all Health and Hygiene regulations and other regulations and should be aware of the evacuation procedure in case of fire.

Booking Form

Please complete the booking form on the following page to confirm your hire.



Clerc/Clerk: Anwen Jones
Cyfeiriad/Address: 10 Gorffwysfa, Dwyran, Ynys Mon, LL61 6YJ
Ffon/Tel: **07375781090**
E-bost/E-mail: clerk@valley-community-council.wales
Gwefan: www.cyngor-cymuned-fali.cymru
Website: www.valley-community-council.wales

Valley Community Council

LETTINGS BOOKING FORM

This booking is subject to the Valley Community Council Lettings Policy.

Hire of: Pavilion, Parc Mwd, Valley

1. Hirer Details

Name of Hirer _____

Organisation (if applicable) _____

Address _____

Telephone _____

Email _____

2. Booking Details

Date of Hire _____

Start Time: _____

Finish Time: _____

Purpose of Hire _____

Expected Number of Attendees _____

3. Type of Booking (please tick)

- Private / Family Event
- Community Group
- Charity / Voluntary
- Commercial Use

4. Activities & Equipment

- Bouncy castle / inflatable (OUTDOOR USE ONLY – permission required)
- External contractor (e.g. caterer, entertainer)
- Electrical equipment (must be PAT tested)

Details:

5. Insurance (if applicable)

Public Liability Insurance: YES NO

Insurer

Policy Number

Level of Cover

£

6. Safeguarding (if applicable)

Children / vulnerable persons present: YES NO

- Appropriate supervision will be provided
- Safeguarding policy available (if organisation)

7. Risk Assessment

- Risk assessment provided (where required)

8. Declaration

I confirm I have read and agree to the Council Lettings Policy.
I accept responsibility for the premises during the hire period.
I agree to indemnify the Council against any claims or damage.
I will ensure the premises are left clean and safe.

Signed:

Name:

Date:

9. Council Use Only

Approved by:

Date:

Amount Payable £

Payment Received: YES NO

Notes: