

Room Bookings Terms and Conditions

Please note that when making a room booking, you are booking it for the right purpose. We have different bookings terms and conditions for Weddings, Equipment, and Room Bookings. Please ensure that you state what you are booking the room for upon booking. If you are looking to book a Wedding please contact us on 01626 775030 or email enquiries@teignmouth-devon.gov.uk.

1) Definitions

- a) The HIRER is the individual or organisation making the booking
- b) The COUNCIL shall include its officers or agents, or any persons authorised by them

2) Purpose

The HIRER shall only use the room that has been requested at booking.

The HIRER can only use the room for the purpose that it was booked for.

The HIRER can only use the room for the times that have been booked.

Please note that you are allowed 15 minutes each side of the booking time for setting up and clearing away. If the room is not left in the same condition that it is found in when entering the HIRER might lose all or part of their deposit.

Times of the event / room booking

Rooms are only available to hire at set times and dates

Monday – Friday: 09:00 till 23:00

Saturday: 10:00 till 23:00

Sunday: 10:00 till 22:00

Please be aware that Bitton House is not available on Bank Holidays or over the Xmas break each year.

4) Alcohol at an event / room booking

Bitton House Premises Licence does not cover the selling of alcohol. Any event at which alcohol is going to be sold will require the HIRER to apply a Temporary Event Notice (TEN). HIRER must do the following when applying for a TEN:

- a) The HIRER needs to gain written permission from the COUNCIL to sell alcohol at the premises.
- b) If the permission is granted, the HIRER needs to apply for the TENS (the COUNCIL is not held responsible for applying for the TEN)
- c) If a TEN has been approved, the HIRER needs to have 4 copies. One needs to be sent to the COUNCIL, one should be sent to Teignbridge Council, one given to the Police, and one kept with the HIRER at Bitton House when the alcohol is being sold.
- d) If the TEN has been approved then the COUNCIL may request that the HIRER employs registered door staff during the event. The registered door staff member must hold a current SIA and ensure that it is on show for the duration of event.
- e) If there is no selling of Alcohol, but there will still be Alcohol, the HIRER stills needs to ask permission from the COUNCIL to have it at the room booking/event. Please note that the COUNCIL hold the right to refuse any Alcohol being in Bitton House.

5) Stewards

At the discretion of the COUNCIL, it may be requested that the HIRER employ a steward to monitor the activity and footfall within the building. This is to ensure that the maximum capacity stays within the limits of each room and to monitor any potential anti-social behaviour. If the COUNCIL do request that there be a Steward, then the HIRER must employ and pay for it.

6) Capacity

The COUNCIL have up to date Health and Safety regulations at Bitton House, as part of this, there is a maximum capacity set for each room. The maximum capacity is not to be breached under any circumstances.

The Mayor's Parlour: 30 people

Council Chamber 1: 30 people

Council Chamber 2: 30 people

Council Chamber 1 and 2: 60 people

There is also an overriding maximum of 60 people at all events at any one time.

7) Health and Safety

The COUNCIL have a Fire Risk assessment for Bitton House. The risk assessment is available upon request. It is the responsibility of the HIRER to carry out their own risk assessment for their event. HIRERs are responsible for ensuring that all activities comply with the requirements of any current legislation (Health and Safety at Work act).

8) Security and Alarms

If the room booking / event is being carried out during office working hours (09:00 till 16:00 Monday to Friday), the HIRER will not be given access to the keys or the security system as the COUNCIL will open and close down the room which is being hired out.

If the room booking / event is outside of normal office hours (see above), the HIRER will be responsible for holding keys. They will also be responsible for arranging with the COUNCIL the collection and return of these keys. The HIRER will be shown by the COUNCIL how to use the keys and how to unset & set the alarm. The HIRER will be given a contact number by the COUNCIL to allow them to contact someone if there are any issues. From collecting the keys until their return, the HIRER is responsible for them. If there is any damage / loss of the keys, they HIRER will lose all or part of their deposit.

9) Food Hygiene

As part of any room booking / event, the HIRER has use of the kitchen for basic tea and coffee facilities. The COUNCIL will provide hot water, filtered cold water, and cups. The COUNCIL will not provide anything else.

The HIRER needs to request written permission from the COUNCIL to have catering at any event. There is an additional charge of £25 for this to allow for cleaning after the event.

In the event of the COUNCIL approving the request, the HIRER can bring in a 3rd party catering company. It can only be done by a suitably insured and licensed catering company. The HIRER is responsible for supplying the Public Liability Insurance (PLI) certificate, risk assessment, food hygiene certificate, and any other documentation that the COUNCIL may request.

10) Good Order

The HIRER shall be responsible for keeping good order in the room that they are hiring, and any common areas used to access the hired room.

The HIRER has 15 minutes at the end of the booking time to allow for any cleaning that is required in the room / kitchen that they were using. There is a handbook in the kitchen that explains how the dishwasher

works and how everything needs to be put away at the end of bookings. If the HIRER leaves and the room / kitchen is not kept well, the COUNCIL will raise an extra cleaning charge.

The HIRER needs to be aware that Bitton House is in a residential area and not to make too much noise when entering or leaving Bitton House.

Glasses cannot be taken outside of the house, if the HIRER is planning on using the park, the HIRER needs to provide their own plastic cup and plates to take outside. If any of these plastic cups or plates are left outside, the COUNCIL will raise an extra cleaning charge.

If anything does not work, or the HIRER notices any flooding, gas leaks, or fire, the HIRER must notify the COUNCIL immediately. If it happens outside of working hours, the HIRER will be given an emergency contact number to get hold of the COUNCIL.

Smoking is not permitted anywhere within Bitton House, this includes all and any e-cigs, vapes and disposable vapes. All smoking needs to be at the smoking area which is located by the East (side) door of the building where a receptacle is provide for used butts.

Dogs are not permitted anywhere within the House. This excludes accessibility dogs. The HIRER is responsible for the accessibility dog that is part of their group/meeting. If the dog causes any damage or does any accidents within the building the HIRER will be charged by the COUNCIL for the cost of repairs or specialist cleaning. The COUNCIL also reserves the right to withhold the deposit to cover these costs.

11) Damage of Property and Property Contents

If the HIRER is hiring the room for a group e.g. for an exercise class, a talk, meeting, or demonstration, the HIRER is responsible for everyone attending the event and any damage that may occur. It is the responsibility of the HIRER to cover the cost of any damage caused. The COUNCIL reserves the right to invoice the HIRER for any damage that may occur during the event.

12) Billing and Payment

The HIRER must pay for the hire in full upon booking to ensure that they get the time and room they have requested. No booking will be confirmed until payment has been received. Payment should be made through our online payment service [Gov.Pay](#) (details will be on the invoice that is sent to the HIRER) through the COUNCIL website <https://www.teignmouth-devon.gov.uk/>

A £30 refundable deposit will be automatically billed for each room hire. If the room is left in good order, the deposit will be refunded. If the room requires extra cleaning by the COUNCIL, the COUNCIL reserves the right to retain all or part of the deposit. The COUNCIL will make the HIRER aware if this is the case.

13) Cancellation

The HIRER needs to make the COUNCIL aware of a cancellation with a minimum of a week's notice to get a full refund and deposit back for their room hire. If less than a week's notice has been given, the COUNCIL reserves the right to keep all or part of the deposit to cover admin costs.

14) No Show

If the HIRER does not attend their booking, the COUNCIL reserves the right to retain all the money from the hire. This also includes the deposit taken.

15) Parking

There are three car parks at Bitton House. One right outside Bitton House, one halfway down Park Hill Road

on the right and another one at the bottom of Park Hill Road also on the right. Please be aware that these are 'Pay and Display' car parks that are controlled by Devon County Council. The car park is on a first come basis and the COUNCIL cannot reserve any parking for the HIRER.