

TRURO CITY COUNCIL



Lemon Quay Terms and Conditions of Hire

Town Clerk's Department
Municipal Buildings
Boscawen Street
Truro TR1 2NE
Tel. (01872) 274766
www.truro.gov.uk
events@truro.gov.uk

1. The booking or event is to take place only in the area(s) booked by the organiser, e.g. Half Quay (South).
2. Any structures, fixtures or equipment brought into the quay for the activity or event, such as marquees and inflatables, are to be free standing only. No nails, pegs, etc., are to be driven into surfaces.
3. No confetti, rice, streamers or similar materials are to be thrown on the Quay
4. The area is to be maintained and left in a clean and tidy condition and all litter generated to be removed from the Quay.

Waste management must be considered for all events. Truro City Council make provisions for waste collection at Lemon Quay on a day-to-day basis that deals with what we consider to be "normal" levels of waste generation by residents and visitors who use Lemon Quay while in Truro. The cost of this collection is included within our charging framework and Council budgets.

However, any event that has the potential to generate a level of waste that exceeds "normal" thresholds will require further waste collection and in line with our usage policy this extra waste will become the responsibility of the event organiser. In this scenario the event organiser can either make their own arrangements for the waste to be collected via their own licensed waste handling contractor or by prior agreement it can be collected by our waste contractor, and the additional charges will be billed to the event organiser.

Should Truro City Council consider that your event is likely to generate a large volume of waste, additional provision for waste collections **MUST** be discussed and agreed between the event organiser and Truro City Council before the booking can be confirmed.

5. The event organiser shall ensure that sound levels from amplified music and noise from generators or other equipment are adequately controlled to prevent noise nuisance to resident occupiers in the vicinity of Lemon Quay.
6. In order to use the electric supply on the Quay the event organisers will need to ensure they have a 16amp to 13amp converter and that all electrical equipment being used on the Quay is fit for purpose and has been Portable Appliance Tested. If marquees are erected and a connection to the electricity supply is required, the organiser must comply with the legal requirements and have a qualified electrician connect the electrical supply.

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Truro City Council has the responsibility for the supply boxes and regular checks are carried out to ensure they are fit for use. We reserve the right to recover any costs resulting from the misuse or overloading of any electrical supply.

In addition, we reserved the right to charge for electricity used.

7. The City Council may require the hirer to provide, at their own expense, temporary toilet facilities at the site in accordance with current Health and Safety guidance (www.hse.gov.uk/guidance).

It is the responsibility of the hirer to arrange for all the toilets to be serviced regularly in order to keep them fully operational, clean and hygienic throughout the event.

8. Activities and events on the Quay are authorised to use the public toilets after hours located at the bus stop, for security staff. Keys for these toilets can be requested and collected from Truro City Council General Office on the first Floor (second staircase) in Truro Library, Union Place (Monday to Friday, 09:00 – 17:00). These keys are to be returned to the office after the event or activity to avoid financial penalty.
9. Vehicle access onto Lemon Quay, for any vehicles that sit under the weight limit, is via Green Street where removable bollards are now in place. The key for the bollards can be collected from The Truro City Council General Office on the first Floor (second staircase) in Truro Library, Union Place (Monday to Friday, 09:00 – 17:00). When removing the bollards, they must be swapped out for the blanks which are situated near the lamp post and the blanks must be placed in the bollard holes to avoid any trip hazards to the public.

It is the hirers responsibility to ensure that all vehicles that enter the quay are below the maximum weight limit. Any damage caused by overweight vehicles will be the responsibility of the hirer and any repair costs will be charged to the hirer. The weight limit in place is applicable to individual vehicles, not accumulated load. Please see attached map for details*.

The event organiser shall ensure that suitable visitor and traffic management arrangements are in place to protect members of the public and to minimise disruption to other users of the site, businesses or local traffic.

Please ensure all vehicles driven onto the Lemon Quay have their hazard warning lights flashing immediately on entering the Quay and remain on until they leave. Please ensure all vehicle operators are extra cautious of pedestrians when entering Lemon Quay, driving on the Quay, exiting the area and being vigilant when reversing.

Please also note that vehicles are only permitted to park on the Quay for the purpose of delivering goods and/or equipment for an activity or where a permitted activity involves the display of a vehicle by a vehicle retailer. When vehicles vacate the Quay, the bollards must be returned to their place to prevent any unauthorised vehicles accessing the Quay.

10. Lemon Quay is a busy pedestrian thoroughfare and it is the event organisers responsibility to ensure that all participants and contractors always comply with all relevant Health and Safety legislation / guidelines, during the event and while preparing and clearing the site for the event or activity.

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Structures must be in good condition and fit for purpose. The hirer must ensure that the structure provides no trip hazards.

If the event organiser employs a contractor to provide a structure, then it is the event organisers responsibility to ensure that the structure is satisfactory, and that the provider is suitably qualified to comply with these requirements.

The structure must be weighed down sufficiently to ensure that it can resist winds without moving or lifting. Set up and pack down must not be carried out when the wind speed is such that the work could cause a danger to the public or to the construction employees.

The structure and the process of set up and pack down must be compliant with the Construction Design and Management Regulations. Particularly important is the need to segregate the public from the construction activity. Apart from the very small gazebo structures, this will require a barrier such as a metal pedestrian barrier. Construction employees will need to be identifiable and wearing suitable safety attire.

It is important from both a health and safety perspective and to minimise disruption to local businesses and the public, that set-up and pack down is carried out outside of business hours wherever possible. The event organiser is responsible to ensure that this arranged with the contractor.

Any breach of health and safety legislation, or injury to any person must be reported by the event organiser to Truro City Council without delay.

11. It is the event organisers responsibility to have obtained all required licences for public entertainment and the sale of alcohol and to ensure that the sale or consumption of food and alcohol at the event is lawful and falls within applicable regulations and guidelines. Where licensable activities are proposed the event organiser understands that they bear the responsibility for applying to Cornwall Council Licencing Department, within required deadlines, (Please note - may be earlier than Truro City Council deadlines), to obtain the necessary licences and consents e.g. Premises Licenses, Temporary Event Notifications, Street Trading / Collection Licenses.

If the event or activity involves public performance and/or broadcast of musical works, the hirer will be responsible of applying and paying for Performing Right Society (PRS) or Performance License (PPL) as required.

It is the event organisers responsibility to ensure that each vendor using the site during the hire period complies with current food hygiene regulations.

In addition, no glass drinking vessels are to be used on the site and it is the hirers responsibility to ensure adequate supervision to enforce these restrictions.

12. The event organiser must ensure that any inflatable play equipment or rides used has been certified and inspected under the appropriate inspection scheme, Pertexa Inflatable Play Accreditation (PIPA) or Amusement Device Inspection Procedures Scheme (ADIPS). Copy of relevant certification must be provided to Truro City Council no later than 28 days prior the event or activities.

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Truro City Council reverses the right to refuse permission for any inflatable play equipment or amusement rides deemed to be unsuitable for the site due to safety reasons.

13. Please return all keys for bollards, toilets and electricity boxes to Truro City Council General Office on the first floor (second staircase) in Truro Library, Union Place (Monday to Friday, 09:00 – 17:00) or our Visitor Information Centre based on Boscawen Street, opposite The City Hall (weekends). Please note should you not return any of the keys given out to you, you will be invoiced for replacement keys after the event or activity.
14. In an event of an emergency or breach of terms and conditions, Truro City Council reserves the right to cancel any hire at any time without notice.

For any other cancellation by Truro City Council, the Council will endeavour to give as much notice as possible, the minimum notice being one week (or less if an emergency). In such circumstances, Truro City Council can accept no liability for loss incurred as a result of such cancellation but undertake to refund any payment made or would endeavour to rearrange any booking.

Please ensure you have adequate Public Liability Insurance as Truro City Council cannot accept liability and will not accept responsibility for any loss, damage, injury or death howsoever by whomsoever. Please note all events and activities are required to provide a minimum of a Risk Assessment as well as a copy of their Public Liability Insurance Certificate as well as any other documents that are applicable to your event or activity.

All relevant documents must be provided to Truro City Council 28 days prior the event or activities. Failure to comply will result in Truro City Council refusing or retracting permission to hold the event.

Cancellation Terms

Please see below the cancellation terms for each booking group.

Charity/Non-Commercial: No charge for cancelling - any admin fees must be paid as deposits are non-transferable & non-refundable.

Commercial:

6 months or less in advance: 25% of total booking fee.

3 months or less in advance: 50% of total booking fee.

1 month or less in advance: 100% of total booking fee.

All commercial bookings have a £44 +VAT admin fee payable at time of booking as a Deposit. Admin fee is non-transferable & non-refundable.

Children's Amusements:

Admin fee still payable for any cancelled dates within the booking, plus 25% of total daily rate for each cancelled day

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*Please see weight limit map attached below:

