



Bude–Stratton Town Council The Castle, Bude



Hire of The Castle Grounds for the erection of a marquee (or similar structure) for a private function/wedding/civil ceremony

1. **Availability**

Permission will only be granted for the use of The Castle Grounds for the erection of a marquee or similar structure during the following months:-

April, May, June, September, October

This is due to the need to maintain the grassed surface to an appropriate standard and due to other public events taking place on the Grounds during July and August. The Town Council, through the Town Clerk, reserves the right to limit and refuse a request for a booking if it is considered that there is insufficient time allowed between bookings to allow for the recovery of the surface

2. **Parking**

Parking in The Castle Grounds is strictly prohibited unless prior approval is sought from the Town Clerk (this will usually be limited to the delivery and dropping off of items). There are public pay and display car parks at the rear of the Parkhouse Centre (BSTC car park) and on The Wharf (NCDC car park)

3. **Toilet Facilities**

There are no public toilet facilities adjacent to The Castle Grounds. The hirer is responsible for making arrangements for the provision of 'portaloos' together with the cost of delivery, hire, insurance and cleaning. A designated area will be provided for the siting of the 'portaloos' and they should be delivered not more than two days prior to the event and must be removed from the site within two days following the event. The number of 'portaloos' provided must be adequate to cater for the number of people attending the event

- 4. Marquee (or similar structure)**

Arrangements for the use of, delivery, erection and removal of the marquee are the responsibility of the hirer. Likewise all insurance and security is the responsibility of the hirer. A reputable marquee company must be used and evidence of that companies insurance must be provided to the Town Clerk prior to the marquee company arriving on-site. The type and size of the marquee must meet the approval of the Council prior to consent being granted for its erection. **Please note that the grounds are open to the public 24 hours a day and marquees erected in The Castle Grounds may be the subject of vandalism. The Town Council accepts no responsibility for any damage and hirers must ensure that the appropriate insurances are in place and adequate security for the site is arranged**
- 5. Control of Entry to the Marquee**

As previously stated The Castle Grounds are open to the public 24 hours a day. As such members of the public may assume that the event taking place in the marquee is a public function and it is therefore the hirers responsibility to provide adequate measures to ensure that members of the public do not enter the marquee
- 6. Electricity Supply**

There is an electricity supply at the front of The Castle building which can be utilised. This supply is sub metered and a reading will be taken prior to and following the event and an invoice issued accordingly for the units used. The cost per unit will be the standard rate per unit as charged to by BSTC's energy supplier
- 7. Water Supply**

Currently there is no water supply available for the use by the hirer
- 8. Amplified Music**

According to licencing regulations live and recorded music is permitted until **22.00 hours only**. The Council is mindful of the fact that there are residential properties in the vicinity of the Grounds and any amplified music must be set at an acceptable level so as not to cause annoyance to local residents
- 9. Licencing**

The Castle Grounds has a full premises licence for the following licensable activities:-

plays (A), live music (E), recorded music (F), performance of dance, entertainment similar to (E), (F) and (G), making music (I) and dancing (J) between the hours of 8.30 to 22.00 Monday to Sunday

For information on licencing please contact the licencing department at Cornwall Council, Trevanion Road, Wadebridge PL27 7NU
If a Temporary Events Notice is applied for and granted by the licencing authority in order to extend licensable activities beyond 22.00 hours then the latest licensable activities can take place will be 24.00 (midnight). **As the owner of the land this provision overrides whatever the licensing authority may grant.** A copy of the TEN must be provided to the Town Council and if it is granted for beyond 24.00 hours then a £1,000 must be paid which will be forfeited if the event does not cease at midnight.

The hirer is responsible for arranging any licence required for the provision of alcohol. Any supply of alcohol must be limited to those attending the event and evidence of the appropriate licence being in place must be given to the Town Clerk prior to the event taking place. Any alcohol consumed outside the marquee must be supplied in non-breakable containers

10. Rubbish and Litter

The hirer is responsible for the daily removal of all litter and rubbish from The Castle Grounds

11. Cost

On the day of setting up - £250 (plus VAT) for the day (or part thereof)

Event - £500 (plus VAT) per day or part thereof

On the day of taking down - £250 (plus VAT) for the day (or part thereof)

A day being classified as 24 hours

A refundable deposit of £500 is also required 14 days prior to the event. This will be refunded in full after the event providing that the Town Clerk is satisfied that the site has been left as found. The cost of repairing any damage to the site or the cost of removing any rubbish and litter will be the responsibility of the hirer. In the event that the Council has to make good any damage the cost of this will be deducted from the deposit. Any damage exceeding the cost of £500 will be invoiced to the hirer

12. Booking

A provisional booking will be held for a maximum of 7 days after which time the reservation will either have to be confirmed or released. In order to confirm a booking a deposit of £150 is required. In the event of cancellation of a confirmed booking the deposit is non-refundable