
CYNGOR CYMUNED TONGWYNLAIS COMMUNITY COUNCIL



LETTINGS POLICY

DATE APPROVED BY THE COMMUNITY COUNCIL: 24th April 2023

DATE OF FIRST PLANNED REVIEW: May 2024

Tongwynlais Community Council owns the Tanyard Hall located on the corner of Queen Street and Market Street, Tongwynlais, and believes the hall should be available for the use of local residents and others, who require a small meeting space.

The Tanyard comprises an entrance corridor with gents and ladies' toilets; one main hall space; and a small kitchen with microwave, kettle, crockery, and cutlery. One end of the hall is fitted out as a public library.

Wi-fi is available for free use.

Unfortunately, the hall has three steps from the entrance level down to the hall and another three steps down to the road, from the fire escape and is therefore not accessible. Neither of the toilets are accessible.

The hall is an ideal meeting space for local community groups, craft groups, exercise classes, business meetings, short term workspace, as an alternative to working from home, a study space or for family gatherings and birthday parties.

LETTING ARRANGEMENTS

Cardiff Libraries have a long-term agreement and rent a small section of the main hall as a public library which is open to the public on a Friday afternoon from 2-6pm. (Hours may vary with the agreement of the TCC and Cardiff Libraries.

Cardiff Libraries request that the library books are only accessed in the presence of the librarian during library open hours.

Long term hirers may, with the agreement of the Council, store materials in containers within the hall, subject to availability and in locations determined by the Council.

The Tanyard Hall may be hired to a resident of Tongwynlais for the cost of £10 per 4-hour session where a session comprises a morning (8am to 12noon), afternoon (13:00 to 17:00), or evening (18:00 to 22:00), or at the cost of £25 for a full day's booking.

For non-residents of Tongwynlais, the Tanyard Hall may be hired for the cost of £30 per 4-hour session, where a session comprises a morning (8am to 12noon), afternoon (13:00 to 17:00), or evening (18:00 to 22:00), or at the cost of £60 for a full day's booking. Alternatively, the hall may be booked by the hour at £12 per hour.

This fee should cover the usage of utilities such as water, electricity, and heating. The session fee should be reviewed by the Community Council at least once per year.

For long-term hire of the hall for community groups, or individuals, who wish to hire on a fixed day each week for 4 or more weeks, the cost of each fourth week is free, to encourage longer term usage. This session fee should be regularly reviewed and at least once per year.

HOW TO BOOK

A booking enquiry should be sent to the Clerk of the Community Council by email on clerk@tongwynlaiscommunitycouncil.gov.wales or by phone on 07955 341292.

The Clerk will be able to confirm if the required dates and times are available.

The Clerk has delegated authority from the Community Council to hire the hall under the arrangements within this policy at their own discretion. For specific requests for hall usage, the Clerk may at their own discretion consult the Community Council to ensure the booking is acceptable usage.

KEYS

For a long-term booking of 4 or more weeks, the hirer will be provided with their own set of keys. If the hall is no longer required, the keys must be returned to the Community Council at the completion of the last booking. Any lost or damaged keys are to be paid for.

For individual bookings the Clerk will provide the hirer with instructions on how to access keys stored in the key safe box situated at the front of the hall. These keys must be returned to the key safe box when exiting the hall. Clerk will provide the hirer with instructions on how to deactivate and reset the burglar alarm.

Alternatively, the Clerk, or a member of the Council may arrange to meet the hirer at the hall to allow them access.

PAYMENT

Upon hiring the hall, the Clerk will invoice the hirer. The invoice will contain instructions on how to pay and the total cost. Payment should be made as soon as possible and within 21 days of hiring the hall. For long term bookings, payments can be made by Standing Order, monthly or quarterly payments.

Payment is to be by bank transfer, but a cheque may be acceptable. Upon receipt of a cheque, the Clerk under financial regulations will pay this into the Community Council bank account at the earliest opportunity. A receipt for payment will be provided to the hirer.

USE OF THE HALL

A hall hirer has permission to rearrange furniture within the hall to suit their requirements. The hall should be left clean and tidy with furniture returned to the original layout and left as it was found.

Any issues with the hall, or any damage or breakages should be reported as soon as possible to the Clerk of the Council. Damage and breakages must be paid for.

The hall has a Maximum Capacity of around 40 seated.

The Community Council has public liability insurance, which includes use of the hall, however a group booking of the hall may be required to hold their own liability insurance dependent on the activities. Where requested, copies of insurance certificates should be provided to the Clerk at the time of the booking confirmation.

The hall has a no smoking policy.

Smoke detectors are located within the main hall and the kitchen area. In the event of a fire there are four fire extinguishers located within the hall, in the main hall, in the library area, in the kitchen, and in the hallway by the fire exit door. In the event of a power outage the hall is fitted with emergency lighting to illuminate the exit doors.

Use of heating and electricity is included in the hiring charge payment and there will be no extra charge. A hirer is permitted to adjust the heating to suit their own requirements, but the Community Council request that the settings are returned to how they were found at the end of the booking.

The hall does not have its own parking and hall users are able to find available space on nearby residential streets. Adjacent to the Lewis Arms pub is a pay and display car park for public use which is a short walking distance from the hall.

The following page of terms and conditions for hire of the hall are to be provided to the hirer for each booking and to be displayed within the hall for reference.

HIRE OF THE TANYARD HALL TERMS AND CONDITIONS OF USE

- Hire of the Tanyard includes use of the kitchen and toilet facilities. Free wi-fi is available for your use.
- The hall does not have its own parking and hall users are able to find available space on nearby residential streets. Adjacent to the Lewis Arms pub is a pay and display car park for public use which is a short walking distance from the hall.
- The hall is to be left in the condition you find it, so that it is clean and tidy for the next group.
- Use of heating and electricity is included in the hiring charge payment and there will be no extra charge. A hirer is permitted to adjust the heating to suit their own requirements, but the Community Council request that the settings are returned to how they were found at the end of the booking.
- A hall hirer has permission to rearrange furniture within the hall to suit their requirements with furniture returned to the original layout and left as it was found.
- Please be aware the hall has a section dedicated to Cardiff Library. The books belong to the library who kindly request they are only accessed during library hours on Fridays between 2pm and 6pm in the presence of the librarian.
- The fire exit door is located at the side of the building between the kitchen and the hall. Please be aware that the fire exit door opens onto downward steps and onto a road. The fire exit door has a panic bar fitted that is easy to open as appropriate. Children should be supervised at all times.
- As a public building, it is illegal to smoke in the building or within 5M of the entrance.
- Smoke detectors are located within the main hall and the kitchen area. In the event of a fire there are four fire extinguishers located within the hall, in the main hall, in the library area, in the kitchen, and in the hallway by the fire exit door.
- There is no fire alarm. In the event of an emergency call 999 immediately.
- In the event of a power outage the hall is fitted with emergency lighting to illuminate the exit doors.
- A first aid box can be found in the kitchen which you are welcome to use if required. Please inform the clerk of any materials that are used.
- When booking the hall, the hirer is to take responsibility for individuals within the user group to ensure their safety and wellbeing, including appropriate behaviour.
- The Tanyard is situated within a residential area, please be considerate and keep noise to a minimum.
- Any breakages or damage must be paid for.
- Payment for the hall can be made by bank transfer or cheque and must be received by the Community Council within 21 days of your booking.
- Unless you have been authorised as a key holder, the Clerk, or a councillor will meet you at the Tanyard to open the hall for your booking. Please close the door securely.
- Any issues with the hall are to be reported immediately to the Clerk of the Council at clerk@tongwynlaiscommunitycouncil.gov.wales or by phone on 07955 341292
If you cannot reach the Clerk please contact Chair, Cllr Mike Jones-Pritchard 07974 825252