

**GOOSTREY PARISH COUNCIL**

**Application for the Hire of Goostrey Village Hall**

**1. DETAILS OF HIRER**

<b>Organisation/Hirer:</b>	
<b>Person Responsible for Hire:</b> <i>(amendments to this booking will only be accepted through this nominated person)</i>  Name: .....  Address:..... ..... .....  e-mail ..... Invoices will be sent via e-mail unless this is left blank  Tel. No.....	<b>Address for Invoicing (if different):</b>  Name: .....  Address:..... ..... .....  e-mail ..... Invoices will be sent via e-mail unless this is left blank  Tel. No.....

**2. DETAILS OF HIRE**

<b>Day &amp; Date:</b>			
<i>(You may enter multiple dates if all the other details are the same. Attach a continuation sheet with additional dates if required. If the details are different for each date you must complete separate forms for each date.)</i>			
<b>Purpose of hire:</b>		<b>Anticipated Attendance:</b>	
<b>Facilities required (please tick)</b> <i>Note: The times stated are when the facilities will be opened and closed</i>			
<b>Description</b>	<b>From:</b>	<b>To:</b>	
( ) Main Hall & Stage			
( ) Lounge [( )including small kitchen]			
( ) Committee Room			
( ) School Kitchen	<b>Note: Hirers of the School Kitchen must book Caretaker Services</b>		
( ) Caretaker Services - putting up/taking down tables & chairs			
( ) Caretaker Services - putting up/taking down tables & chairs, <b>plus cleaning</b>			
<b>NOTE: Hirers who do not book the cleaning services of the Caretaker must leave the whole premises clean and tidy. Failure to do so will mean that charges for cleaning will be made at the appropriate rate which could include overtime charges.</b>			
<b>Additional Information:</b>			
<ul style="list-style-type: none"> <li>• Is cutlery required? <b>Yes/No</b> <i>(Approximately 120 sets are available with prior notice)</i></li> <li>• Will alcohol be available during the Hire? <b>Yes/No</b> If Yes, will it be for sale? <b>Yes/No</b> <i>(If alcohol is to be sold or is included in ticket price, please note that an appropriate Licence must be obtained in advance from the Licensing Authority)</i></li> <li>• Will live or recorded music be played? <b>Yes/No</b> Charges apply to the performance of all music</li> </ul>			

**3. PRIVACY INFORMATION & DECLARATION**

Goostrey Parish Council is managing your personal data under the Data Protection Act 1998 and the General Data Protection Regulations 2018. Your information will only be processed by the Council in connection with your hire of the Village Hall and will not be shared with any third parties. Please see our privacy statements at <https://goostrey.info>

**I/We acknowledge that I/we have read the official Scale of Charges and the full Conditions & Regulations of and hereby confirm that these are acceptable and will be strictly adhered to.**

Applicant: ..... Date: .....

*(Signature)*

**IT IS THE HIRER'S RESPONSIBILITY TO COMPLY WITH THE CONDITIONS OF HIRE.**

*Please return the completed form to the Village Hall, Main Road, Goostrey CW4 8PE*

## GOOSTREY PARISH COUNCIL

### GOOSTREY VILLAGE HALL - CONDITIONS OF HIRE

#### USE OF THE PREMISES

1. The Hirer (who must be over 18 years of age) shall - at the time of booking the premises - give the name of the person who will supervise the premises and ensure that these Conditions are adhered to. S/He shall appoint such stewards as may be necessary for this purpose. The Hirer shall be responsible for the cost of any damage that may arise from the use of the premises and surrounds.
2. Hirers who do not book the services of the Caretaker must leave the Hall clean and tidy (including the toilets and corridors). Failure to comply with this rule will mean that charges for cleaning will be made at the appropriate rate which could include overtime surcharges.
3. Hirers are expected to assume responsibility for the security of that part of the premises that they have hired from the time of access to the time they leave. Security also includes ensuring that only the rooms hired are used plus the toilet area. School property and equipment is not to be used under any circumstances. The supervisor appointed under the terms of Clause 1 shall be responsible for ensuring that all heating and lighting equipment is switched off, the waste bin in the lounge kitchen is emptied and that no fire hazard is apparent.
4. Hirers who are unable or unwilling to comply with Clauses 2 and 3 of these Conditions must make this known at the time of hiring so that alternative arrangements can be made for which an additional charge will be made.
5. No alcoholic drinks may be brought onto the premises without the consent of the Management Committee. Where applicable, and subject to the requirements of the Licensing Act, an appropriate Licence must be obtained in advance.
6. Any users of part of the premises shall conduct themselves so as to avoid annoyance to users of any other part of the premises or to local residents; in particular, excessive noise shall be avoided.
7. Any member of the Management Committee or the Caretaker has the right of access to the whole of the premises at any time and has the authority to require the removal from the premises of any persons who, in their opinion, is guilty of disorderly or objectionable conduct, or is otherwise in contravention of these Conditions.
8. The Hirer shall ensure that no person brings into the premises any furniture, fittings, decorations (including candles or naked lights), plants, shrubs etc. without the prior consent of the Management Committee. **Barbecues are also forbidden without prior consent.**
9. **The use of smoke machines (or similar) is strictly forbidden.** Failure to comply will result in activation of the sensitive fire alarm, in which case a call-out charge will be levied by the Fire Service.
10. The Hirer shall ensure that no slide or cine-projection equipment, or audio amplification equipment, is brought onto the premises unless its sole connection to the fixed installation in the premises is a single flexible connection (properly used and fitted with the correct plug) to a 13 amp socket outlet. No other electrical or audio apparatus shall be used without the consent of the Management Committee.
11. No person shall interfere with any part of the fixed installations on the premises. A Hirer wishing to use any of the special equipment should obtain a demonstration from a member of the Management Committee.
12. Any solid or liquid substance that is accidentally spilt on any of the floors should be cleaned immediately using water only.
13. A Notice Board is provided in the entrance hall and notices approved by the Management Committee may be affixed thereto. No notice, advertisement, or any other similar thing may be affixed to any other part of the premises, either internally or externally.
14. The Hirer shall acquaint himself with the emergency exits and with the fire equipment provided and shall ensure that the premises can be quickly evacuated in the event of fire. All entrances, exits and passageways shall be kept clear of obstruction and available for use in an emergency. Persons using the stage for plays or similar purposes shall take care to limit and control the amount and nature of materials and equipment used in the production.
15. The use of the premises shall be subject to the changes in force at the time when the function is held. The Management Committee reserves the right to amend the charges at any time without notice.
16. Hirers are advised to consider purchasing appropriate liability insurance cover as a protection against claims and for the loss or damage to person or property (Goostrey Village Hall) as a result of the activities of the hirers.

#### BOOKING THE PREMISES AND PAYMENT THEREOF

- a Application shall be made in writing on a form that will be provided for the purpose. The Management Committee reserves the right to refuse or cancel (without giving any reason) any booking that does not apparently comply with the policy laid down from time to time by the Management Committee, or for any other reason.
- b N.B. The Hall is a registered Polling Station and bookings for Election purposes take precedence.
- c Advice on the availability of a date can be found on the website at [www.goostrey.info](http://www.goostrey.info) on the Village Hall page but should be checked by phone with the Booking Clerk (in case last minute booking have not been updated on the web site). The booking can be made provisionally on the phone with the Booking Clerk but will not be confirmed until the completed form is in the hands of the Booking Clerk. Failure to return a completed form may result in the booking being offered to another Hirer.
- d Application for the hire of furniture and equipment only will not be accepted.
- e The Management Committee has the authority to summarily cancel any booking (even after the use of the premises has commenced) if it appears that the accommodation is going to be (or is actually being) used for some purpose other than that described in the application form or is for any other reason undesirable.
- f The Hirer may cancel a booking without penalty providing this is done not later than one month before the proposed use; otherwise charges up to the full hire rates may be made.
- g The Booking Clerk is empowered to demand full payment, or a deposit, in respect of any bookings made by a Hirer at his/her discretion. The hire charge (or any balance) should be paid immediately after the function but in any event not later than the end of the month following submission of an invoice.
- h Invoices will be sent by e-mail wherever possible and hirers are requested to provide an e-mail address (if they have one) for this purpose.

