

GOOSTREY VILLAGE HALL – BOOKING FORM/HIRE AGREEMENT
(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

1. BOOKING AND PAYMENT

- a. Bookings shall be made on this form only.
- b. Room availability can be viewed on at <https://goostreyparishcouncil.gov.uk/goostrey-village-hall-2/>
- c. The Village Hall Management Committee reserves the right to refuse any booking.
- d. Bookings can be made provisionally but **will not be confirmed until a completed booking form is received.**
Failure to return a completed form within 2 weeks of making a provisional booking may result in the booking date/time being offered to another hirer.
- e. The charge for bookings will be provided once full details of the hire period and services required have been confirmed. If changes are made to hire times and services the charge will be updated and the hirer notified
- f. Charges for an event will be those in operation on the date the event takes place.
- g. Children's parties must be paid for at least two weeks before the event takes place, an invoice will be issued on confirmation of your booking.
- h. All other bookings will be invoiced with payment terms indicated on the invoice. Invoices are sent by email unless otherwise specified on this form.

2. DETAILS OF HIRER

Organisation/Hirer:	
Person Responsible for Hire: <i>(amendments to this booking will only be accepted through this nominated person)</i>	
Name: Tel. No.....	
Address:.....	
e-mail	
PLEASE PRINT IN BLOCK CAPITALS	
An email address <u>must</u> be provided. If you do not have an email address, please contact the Village Hall Supervisor.	
Address for Invoicing	
Name: Tel. No.....	
Address:.....	
e-mail	
PLEASE PRINT IN BLOCK CAPITALS Invoices will be sent via e-mail unless this is left blank	

3. DETAILS OF EVENT

Day & Date:			
<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 event.)</i>			
Purpose of hire:		Anticipated Attendance:	
Facilities required <i>(please tick)</i> - <u>Note:</u> <i>The times stated are when the facilities will be opened and closed</i>			
Description	Entry time:	Exit time:	
<input type="checkbox"/> Main Hall & Stage () including kitchen			
<input type="checkbox"/> Lounge () including kitchen			
<input type="checkbox"/> Committee Room			
<input type="checkbox"/> School Kitchen (for use by professional caterers)	* A minimum charge of £18 will be made for any booking where food and/or drinks will be provided. Set up/take down & cleaning services must be booked when hiring the School Kitchen and for events such as parties, children's parties, weddings and discos/dances.		
<input type="checkbox"/> * Setting up and taking down tables, chairs and equipment, and cleaning			

NOTE: *Hirers who do not book cleaning services 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.*

Additional Information:	Yes/No		Yes/No
Is cutlery required? (Approx 120 sets, must be booked in advance)			
Will live music be played		Will recorded music be played	
Will alcohol be available during the Hire?		If Yes, will it be for sale?	
(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 (Cheshire East Council))			

4. ROOM CAPACITY

Hirers agree not to exceed the maximum permitted number of people per room including the organisers and performers. These are as follows: **Main Hall: 150 Lounge: 40 Committee Room: 8**

5. LICENSING

We have with the Performing Right Society (PRS) for the performance of copyright music from Phonographic Performance Licence (PPL). This Agreement gives permission to you for a performance of live music, the playing of recorded music, or an exhibition of a film but only in accordance with the Deregulation Act 2015 (view act at <https://www.legislation.gov.uk/ukpga/2015/20/contents>)

- (i) You are responsible for ensuring that screenings of film abide by age classification ratings.
- (ii) You agree that if regulated entertainment outside of the Deregulation Act 2015 is to be held you will obtain our consent to give notice of a Temporary Event Notice to the licensing authority. Forms may be obtained from Cheshire East Council at <https://www.cheshireeast.gov.uk/business/licensing/licensing.aspx>
- (iii) No alcoholic drinks may be brought onto the premises without permission of the Village Hall Management Committee. If alcohol is to be sold you agree to obtain our consent to give notice of your intention to provide alcohol at the event and to give notice of a Temporary Event Notice to the authority. Forms may be obtained from Cheshire East Council at <https://www.cheshireeast.gov.uk/business/licensing/licensing.aspx>

Failure to comply with (i), (ii) or (iii) above will result in the cancellation of the booking without compensation as there is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.

6. PRIVACY INFORMATION & DECLARATION OF ACCEPTANCE OF TERMS AND CONDITIONS OF HIRE

- 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 privacy statement at <https://goostreyparishcouncil.gov.uk/privacy-notice/>
- **You agree** with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.
- **We and you hereby agree** that the Standard Conditions of Hire ([View full Terms and Conditions](#)), together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.
- **None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.**

I/We acknowledge that I/we have read the full Conditions of Hire and hereby confirm that these are acceptable and will be strictly adhered to.

I/We understand by signing the agreement I/we enter into a contract that could be used in evidence should legal action become necessary.

Person Responsible for Hire (signature): Date:

Goostrey Village Hall (signature): Date:

Please return the completed form (the conditions of hire document do not need to be returned and are for your reference) to Goostrey Village Hall, Main Road, Goostrey CW4 8PE or by email to villagehall@goostreyparishcouncil.gov.uk. If you are unable to send a signed copy of the agreement/form by e-mail, print your name & include your acceptance of the conditions of hire in the e-mail.

Goostrey Village Hall

Standard Conditions of Hire

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay.

1. Age

You, not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

2. Supervision

During the period of the hiring, you are responsible for:

- i. supervision of the premises, the fabric and the contents;
- ii. care of the premises, safety from damage however slight or change of any sort; and
- iii. the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Use of premises

- i. You must not use the premises (including the car park) for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our written permission.
- ii. 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.

4. Cleaning of premises

- i. Hirers who do not book the services of the Supervisor 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.
- ii. Any solid or liquid substance that is accidentally spilt on any of the floors should be cleaned immediately using water only.
- iii. Any decorations put up for events must be fixed using blue tack or the hooks provided.

5. Access for staff

Any member of the Management Committee or the Supervisor 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. Goostrey Parish Council have adopted a Zero Tolerance Policy towards threatening, aggressive or violent behaviour from members of the public.

6. Insurance and indemnity

- i. You are liable for:
 - a) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents
 - b) the cost of repair of any damage (including accidental and malicious damage) done to our WiFi service (if any)
 - c) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our WiFi service (if any), and
 - d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our WiFi service (if any), and subject to sub-clause (ii), you must indemnify us against such liabilities.
- ii. We will take out adequate insurance to insure the liabilities described in sub-clauses (i)(a) and (b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (i)(c) and (d) above. We will claim on our insurance for any liability you incur but you must indemnify us against:
 - a) any insurance excess incurred and
 - b) the difference between the amount of the liability and the monies we receive under the insurance policy.
- iii. We do not insure the liabilities described in sub-clauses (i)(c) and (d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Supervisors. If you fail to produce such policy and evidence of cover, we may cancel your booking and re-hire the premises to another hirer.

Note: Examples of incidences where the hirer needs to purchase their own insurance are listed below but this is not an exhaustive list and other situations may apply:

- Club, society of group bookings
- Commercial Bookings

For those hiring bouncy castles, the hirer needs to provide proof that the hire company has sufficient and appropriate insurance cover.

We are insured against any claims arising out of our own negligence.

7. Gaming, betting, and lotteries

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting, and lotteries.

8. Music copyright licensing

You must ensure that we hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, you must hold such licence(s).

9. Music

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.

10. Film

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This Agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

11. Safeguarding children, young people, and vulnerable adults

You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).

12. Public safety compliance

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. You must also comply with our health and safety policy. You must call the Fire Service to any outbreak of fire, however slight, and give details to our Village Hall Supervisors.

(i) You acknowledge that you have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment. (Diagram of hall and emergency exits is on the notice board in the main entrance area next to the door to the main hall.)
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- The first aid box is located in the main entrance area near the front door.

(ii) In advance of any activity whether regulated entertainment or not you must check the following items:

- That all fire exits are unlocked and panic bolts are in good working order.
- That all escape routes are free of obstruction and can be safely used for instant free public exit.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no fire-hazards on the premises. That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

13. Noise

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

14. Drunk and disorderly behaviour and supply of illegal drugs

You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- (i) no one attending the event consumes excessive amounts of alcohol
- (ii) no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

15. Food, health and hygiene

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator; however we do not accept responsibility or liability for food stored in the refrigerator.

16. Electrical appliance safety

- i. You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.
- ii. 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 one of the Supervisors.

17. Stored equipment

We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

We may, at our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

- (i) your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended
- (ii) your failure to dispose of any property brought on to the premises for the purposes of the hiring.

18. No Smoking Policy

Cheshire East Council has a strict no smoking policy on any part of property in its ownership. The Village Hall is located on Cheshire East property and therefore smoking is prohibited in the Village Hall, the grounds and car park. You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises and grounds.

19. Accidents and dangerous occurrences

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book. You must report certain types of accident or injury on a special form to the Incident Contact Centre. The Accident Book is located in the main entrance area next to the First Aid Box. Our Supervisor will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

20. Explosives and flammable substances

You must ensure that:

- (i) Highly flammable substances are not brought into, or used in any part of the premises.
- (ii) Candles or lights with a naked flame are not used.
- (iii) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.
- (iv) Use of smoke machines or similar devices is 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.

21. Heating

You must ensure that no unauthorised heating appliances are used on the premises at any time without our consent.

22. Animals

You must ensure that **ONLY** Guide dogs, Hearing dogs and assistance dog are allowed on the premises with their owners.

23. Fly posting

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and must indemnify and keep indemnified us accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority.

24. Sale of goods

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales.

25. WiFi Services

When using the WiFi service you agree at all times to be bound by the following provisions:

(i) not to use the WiFi service for any for the following purposes:

(a) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;

(b) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;

(c) interfering with any other persons use or enjoyment of the WiFi service; or

(d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;

(ii) to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

We have the right to suspend or terminate our wifi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

(i) if you use any equipment which is defective or illegal;

(ii) if you cause any technical or other problems to our WiFi service;

(iii) if, in our opinion, you are involved in fraudulent or unauthorised use of our WiFi service;

(iv) if you resell access to our WiFi service; or

(v) if you use our WiFi service in contravention of the terms of these Standard Conditions.

Availability of WiFi Services

(i) Although we aim to offer the best WiFi service possible, we make no promise that the WiFi service will meet your requirements. We cannot guarantee that our WiFi service will be fault-free or accessible at all times.

(ii) It is your responsibility to ensure that any WiFi enabled device used by you is compatible with our WiFi service and is switched on. The availability and performance of our WiFi service is subject to all memory, storage and any other limitations in your device. Our WiFi service is only available to your device when it is within the operating range of the main hall.

(iii) We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our WiFi service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of our WiFi service. Network speed is no indication of the speed at which your WiFi enabled device or our WiFi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

Privacy and Data Protection (view our privacy notice at <https://goostreyparishcouncil.gov.uk/privacy-notice/>)

(i) We may collect and store personal data through your use of our WiFi service.

(ii) We may process all information about you which is provided in relation to our WiFi service in accordance with your legal rights under the Data Protection 1998 and solely for the purposes of offering the WiFi service.

(iii) By using our WiFi service, you agree to the terms of this clause 26. If you would like more information or object to anything in these conditions, you should speak to:

When using the WiFi service the Hirer agrees at all times to be bound by the following provisions:

(a) not to use the WiFi service for any of the following purposes:

(i) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;

(ii) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;

(iii) interfering with any other persons use or enjoyment of the WiFi service; and

(iv) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner

(b) to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

26. Payment

- i. The Village Hall Supervisor 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 30 days from the invoice date.
Note: Children's parties must be paid in full at least two weeks in advance of the date of the event.
- ii. 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. Payment by bank transfer or cheque is preferred, but we do also accept cash by arrangement with the Clerk.

27. Cancellation

If you wish to cancel the booking within 4 weeks of the date of the event and we are unable to secure a replacement booking, we may, at our complete discretion, return the deposit or require payment of the hire fee.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

- (i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- (ii) our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- (v) the premises becoming unfit for your intended use;
- (vi) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

28. End of hire

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge.

29. Complaints

Any complaints should be addressed to the Parish Clerk by telephone on 01477 535825 (office hours 1pm – 4pm Monday, Wednesday and Friday), by email at clerk@goostreyparishcouncil.gov.uk or in writing to Goostrey Village Hall, Main Road, Goostrey, CW4 8PE.

30. No alterations

You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must make good to our satisfaction any damage you cause to the premises by such removal.

31. No rights

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.