

## **HIRING AGREEMENT**

### **THE CATHOLIC GUILD HALL TAPE STREET, CHEADLE, STAFFORDSHIRE ("The Premises")**

- 1** All Hirers are required to agree to and comply with the following conditions of hire.
- 2** This agreement must be signed prior to use of the Premises.
- 3** The Hirer accepts responsibility for the supervision of the Premises and contents and for the safety and behavior of all persons using the Premises during the period of hire. A responsible adult must be in charge of the Premises at all times.
- 4** The Hirer shall not permit the Premises to be used for any unlawful or immoral purpose or for any events and activities which bring the proprietor of the Premises or St. Giles' Catholic Parish, Cheadle into disrepute.
- 5** The Hirer shall not sublet the premises, without the prior consent of the Management Committee ("The Committee").
- 6** The Hirer shall not bring on to the Premises anything which may endanger the same or render invalid any relevant insurance policy.
- 7** The Guild Hall has a Premises Licence permitting the sale of liquor and the provision of public entertainment. The Hirer agrees to use the Premises only for the purpose referred to in the Booking Form and, if a licensed bar is required, this will be noted in the Booking Form and will be provided by the Guild Hall in accordance with the Premises Licence. The Hirer is not authorized to sell or supply liquor or to permit other persons to do so. Only Liquor purchased on the premises may be consumed.
- 8** The Hirer shall ensure compliance with all conditions and regulations made in respect of the Premises by the Fire Authority, Local authority, the Magistrates Court or any other body particularly in connection with any event which may include public dancing or music or other public entertainment or stage performances, i.e. PPL and PRS music licences.
- 9** The Hirer shall ensure that nothing is done on or in relation to the Premises in contravention of the law relating to gaming, betting and lotteries.
- 10** The Hirer shall observe all relevant food, health and hygiene legislation and regulations, as The Guild Hall does NOT have a licence to prepare food.
- 11** Dogs are not allowed onto the Premises, with the exception of guide dogs.

- 12** The Hirer shall ensure that any electrical appliances brought onto the Premises and used there are safe, in good working order and used in a safe manner and shall be covered by a residual current circuit breaker.
- 13** The playing of ball games and the use or letting off fireworks within the Premises is strictly forbidden.
- 14** The Hirer shall leave the Premises in a clean and tidy condition. All rubbish shall be deposited where advised. UNDER NO CIRCUMSTANCES SHOULD NAILS, STAPLES OR STUDS BE USED ON THE WALLS OR DOORS OF THE HALL, NEITHER SHOULD ANY SUBSTANCE BE USED ON THE FLOOR WHICH IS LIKELY TO CAUSE DAMAGE.
- 15** Any contents (including tables and chairs) which have been temporarily removed from their usual positions shall be properly returned.
- 16** The Hirer shall not permit the use of the Premises to continue after the end of the period for which the Premises have been hired. Setting up and tidying time must be included within the hire period.
- 17** The Hirer may be liable for the cost of any heavy additional cleaning, should this be necessary, and also for any damage or breakages that may occur during the hire period. This cost may be taken from the deposit, prior to the deposit refund being given.

## **18 CANCELLATIONS**

- a)** A notice period of 28 days is required to cancel a booking (see also paragraph 18b).
- b)** The Committee reserves the right to cancel any booking at its discretion, should they have reason to do so, and to change or amend the terms and conditions of hire at any time without prior notice. We will however, endeavour to honour all bookings.
- c)** The Committee reserves the right to close the premises at any time for emergency of periodic maintenance. The Committee will always try to give block bookers a minimum of months' notice of closure.
- d)** In the unlikely event that the proprietor has to cancel the booking then all monies paid will be returned in full but the proprietor shall have no further liability to the Hirer.
- e)** The Committee reserves the right to cancel any booking if the Hirer breaks any of the terms and conditions of hire.

## **19 PAYMENTS**

- a)** The agreed fee for the hire is £\_\_\_\_ per hour/session plus the Oakley Room at an additional fee of £\_\_\_\_ if required.
- b)** A deposit of £\_\_\_\_ shall be payable at the time of making the booking. This deposit is not refundable in any circumstances except under clause 14 of this agreement.

- c) The balance of the fee must be paid not less than 7 days before the intended date of hire. Failure to pay the fee in full within that time will result in the cancellation of the booking.
- d) **As a precaution against damage, the sum of £100.00 will be deposited by the Hirer no later than 7 days before the intended date of hire. Failure to deposit the fee will result in the cancellation of the booking.** This money will be returned to the Hirer after the proprietor has been satisfied that the terms and conditions of this agreement have been complied with. In the event that loss or damage is caused in excess of the amount of this retainer then the Hirer shall be responsible to pay additional sums due.
- e) Refund of any deposit is at the discretion of the Committee. Deposits will not be refunded in cases of late cancellations, except in exceptional and unavoidable circumstances. Deposits may also be retained if hirers' or their guests' behaviour is considered unreasonable and if terms and conditions of hire are not adhered to.
- f) Please make all cheques payable to the St Giles Cheadle Guild Hall.

## 20 GENERAL MATTERS

- a) Keys will be available for collection by arrangement with the Bookings Clerk or St Giles' Parish Office. The Hirer remains responsible for the keys and security of the Premises until the keys are returned, which also should be by arrangement. The Hirer will be responsible for the cost of replacing any lost keys.
- b) Hirers are advised to make their own Public Liability arrangements where necessary.
- c) Equipment brought on to the Premises by the Hirer is done so at the Hirer's own risk, and remains the responsibility of the Hirer. Such equipment is not insured by the Premises' insurance.
- d) From the July 1<sup>st</sup> 2007 it became the law that smoking in a public place is illegal, smoking in the premises is therefore not allowed.
- e) A maximum of 300 people standing or 200 seated, subject to an overall maximum of 300 mixed seating and standing are allowed in the Guild Hall.

### Contact Details

Bookings Clerk                      07518 786149  
St Giles' Parish Office              01538 753130

Email – [guildhallbookings@gmail.com](mailto:guildhallbookings@gmail.com)

Having read the above conditions of hiring the Premises agree to observe and be bound by them and agree to make the appropriate payments.

Name .....

*(Please print name of signatory and name of organization represented)*

Signed .....

Date .....

## Booking Form

**Group/organization** (if applicable) \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Email address** \_\_\_\_\_

**Tel. No.** \_\_\_\_\_

**Date** \_\_\_\_\_

**Date of Hire** \_\_\_\_\_ (Please Note that the hall is not available until the day of hire)

**Time of Hire** From \_\_\_\_\_ am/pm

To \_\_\_\_\_ am/pm

Entertainment licence is until 1am only all activities must be completed by 1:30am

**Is a Bar Required** \_\_\_\_\_ Yes/No

**Is the Oakley Room Required** \_\_\_\_\_ Yes/No

Only Alcohol purchased on the premises from the Licensee may be consumed

**Purpose of Hire** \_\_\_\_\_

**Agreed Fee** \_\_\_\_\_

Please return with deposit to:

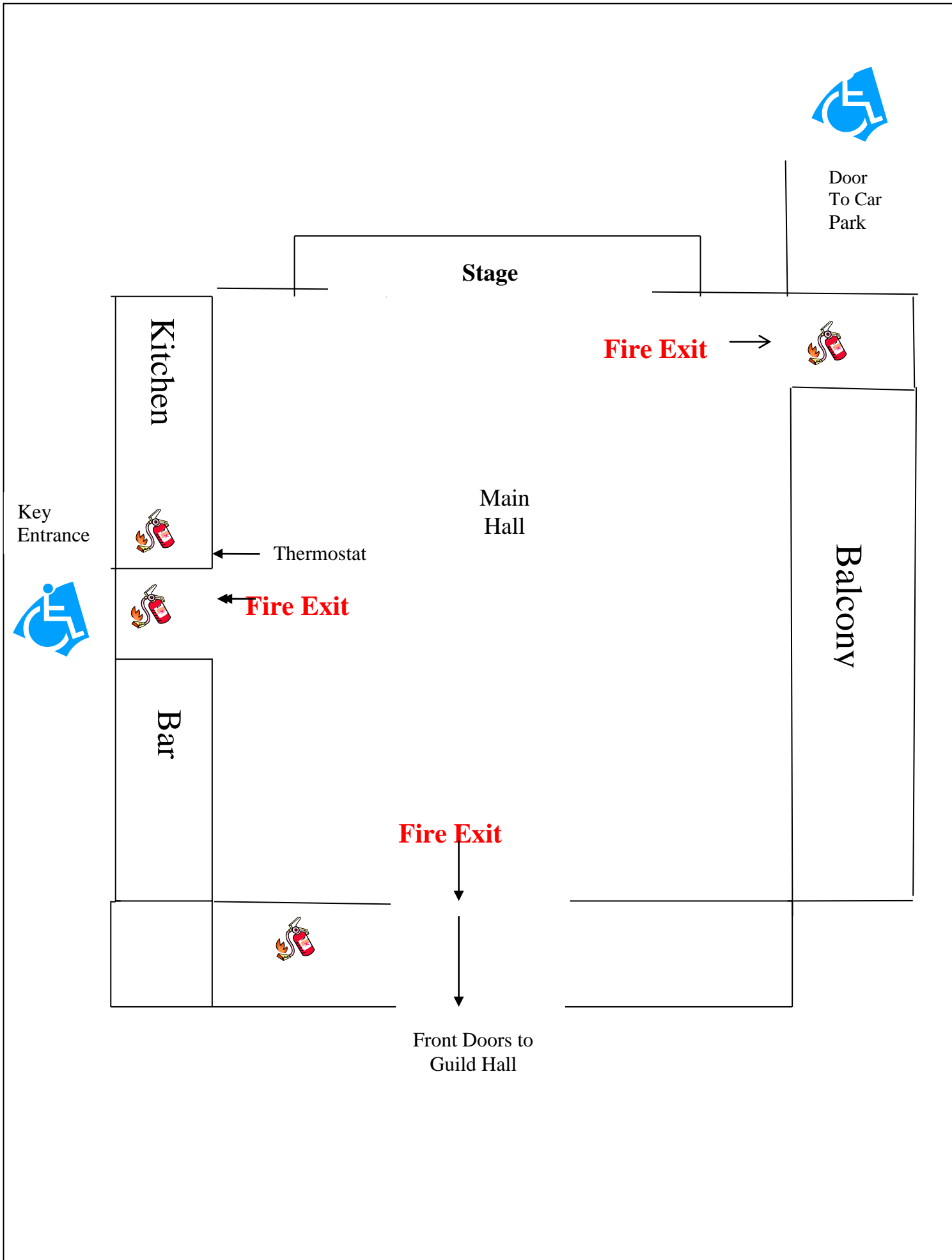
18 Charles Street, Cheadle, Stoke on Trent, ST10 1ED

**Please make all cheques payable to St Giles Cheadle Guild Hall.**

There is Disabled Parking on the Guild Hall car park.

There are Disabled access ramps from the car park and side entrance to the hall.

There are also disabled toilet facilities and baby changing facilities



## Emergency Evacuation Procedure

To ensure a safe evacuation the following plan must be adhered to:

### All Hosts - Hirers

#### On discovering a fire:

All staff [hosts] and visitors are instructed to:

- Raise the alarm. Activate call point
- Leave the building immediately via the nearest available exit.
- Report to the assembly point(s).
- The designated person will call the Fire Service. Dial 999.

#### Upon hearing the alarm:

All staff [hosts] and visitors are instructed to:

- Leave the building immediately via the nearest available exit.
- Report to the Assembly Point(s).
- The designated person [hosts] will call the Fire Service. Dial 999.

#### Prior to evacuating (where possible):

- Designated person(s) - staff [hosts in charge] - will conduct a sweep of the premises to ensure full evacuation has taken place.
- They will then report their findings to the Fire Service on arrival.
- Any nominated helper will assist with the evacuation of disabled persons.

#### Fire Service attendance:

- Information should be relayed to the Fire Service of any significant hazards/dangers e.g. cylinders on site.
- Confirm that all persons have evacuated

#### Hosts – Hirers:

- Ensure you understand the emergency evacuation procedure.
- Ensure you know the location of all call points and fire exits.

### Position of Fire exit and fire extinguishers

#### Fire Exits

- Main fire exit through out of main hall through the main door
- Fire exits at the side of the bar and right hand side of the stage

#### Fire extinguishers

- In the foyer on left hand side of the doors into the main hall
- By the fire exit on right hand side of the bar
- By the fire exit on right hand side of the stage
- In the kitchen by the outside door

## Cheadle Guild Hall

### Booking Form for Bar Services

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of function: \_\_\_\_\_

Details of function: \_\_\_\_\_

No. of guests: \_\_\_\_\_ Age group: \_\_\_\_\_

Time requirement for bar service – From: \_\_\_\_\_

To: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

#### **NB - Only Alcohol purchased on the premises may be consumed**

Please telephone Kieran Devine on 01538 750502 to book the bar. Then please send this form to:

Mr. Kieran Devine

The Huntsman

The Green

Cheadle

Stoke on Trent

ST10 1XS