



# Poynton Civic Hall – Hirer's Pack



**Poynton Civic Hall  
Off Park Lane  
Poynton  
SK12 1RB**

**Tel: 01625 872238**

**Email:  
[reception@poyntontowncouncil.gov.uk](mailto:reception@poyntontowncouncil.gov.uk)**

**Hirer's Terms & Conditions  
Poynton Town Council  
2021/2022**

## Welcome,

Thank you for choosing Poynton Civic Hall to hold your event/class/group. This pack contains our terms and conditions and all the information you will need, to make your time with us as pleasant as possible.

If you have any further questions or feedback for us, please do not hesitate to contact me using the contact details below.

Kind regards

*Kate McDowell*

Deputy Town Clerk

[Kate.mcdowell@poyntontowncouncil.gov.uk](mailto:Kate.mcdowell@poyntontowncouncil.gov.uk)

01625 872238

### **What you need to do first....**

To confirm your booking, please complete and return the booking form (Appendix A) and the Bouncy Castle form, if applicable (Appendix B) to [reception@poyntontowncouncil.gov.uk](mailto:reception@poyntontowncouncil.gov.uk) within 7 days of receiving this pack.

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## **Frequently Asked Questions:**

### **Access to the Civic Hall**

You can access your booked room fifteen minutes before the booked start time, to set up. In the unlikely event that the Civic Hall is closed when you arrive, please call 07745 670081.

### **Accessibility**

All rooms are fully accessible for wheelchair users. There is a ramp for wheelchair access at the front of the building. The building has two disabled toilets.

*Did you know we hire out wheelchairs and electric scooters at reception? Please ask for details!*

### **Accidents**

All accidents and near misses must be reported to Reception and recorded in the accident book.

### **Alcohol**

Bringing and consuming your own alcohol on the premises is strictly forbidden, without written consent of the Clerk.

### **Bar**

We have a fully stocked bar and bar staff available to hire for your event. This must be pre-booked. Please ask at reception for prices and details or add to your booking enquiry form.

### **Baby changing**

Baby changing facilities are located in the disabled toilet closest to the library. If you are visiting with a pushchair please take these into the toilet/meeting room with you.

### **Booking Form**

A booking form must be completed and returned to reception to confirm your hire. Regular hirers must complete a new one, every 12 months. A booking is only confirmed when this has been received and acknowledged by reception/a member of the Civic Hall staff by email.

### **Bouncy Castle**

Where the Hirer is bringing a bouncy castle, the Hirer must complete the bouncy castle form and provide a copy of the public liability insurance certificate to the Civic Hall.

### **Children**

Children are not allowed in the kitchen area or on the stage unless part of a show. Please use the child safety gates provided to block access as required.

## **Complaints or Concerns**

Should you have any issues or concerns during your time with us, please make sure these are logged with a member of staff, so we can address them immediately.

All formal complaints should be directed to the Clerk in writing, within three days of occurring. Please leave at reception in a sealed envelope, marked Private FAO The Town Clerk or email [haf.barlow@poyntontowncouncil.gov.uk](mailto:haf.barlow@poyntontowncouncil.gov.uk)

## **Defibrillator**

A defibrillator is located on the outside corner of the Civic Hall. Dial 999 to access/use in the event of a medical emergency.

## **First Aid**

If you or any of your attendees require first aid, please contact Reception or a member of staff. There is a list of staff who are qualified first aiders at reception.

**PLEASE NOTE: A qualified first aider is not always present at the Civic Hall so you may be advised to call the Emergency Services.**

## **Flip Charts**

Flip charts and pens are available to use, free of charge. These need to be pre-booked, so please make sure you have requested one on your booking form.

## **Fire**

At the start of your session you should read out the fire evacuation statement, displayed in the room to your attendees.

In the event of fire the hirer must alert a member of staff and activate the fire alarm, supervise the orderly evacuation of their room. In the unlikely event that a member of staff is not available the Hirer must call the Emergency Services.

## **Hearing loops**

These are situated in the Council Chamber, the Main Hall and at reception. A portable hearing loop is available if required suitable for discussions between two people. Please make sure you request this facility on your booking form.

## **Kitchen**

We ask groups to be considerate when using the kitchen. It is available for use by all hirers and staff using the building. There is an instant hot water boiler on the wall, suitable for making hot drinks, a microwave, a trolley and trays for taking drinks into the rooms. Groups may use the crockery and cutlery provided, but need to bring their own supplies of tea, coffee and milk. On request, they can use the kitchen to provide a buffet meal for a celebration or party. However, we do not have facilities for cooking or for keeping food warm, apart from the microwave.

## **Noise & Neighbours**

If you are leaving the premises late at night please be respectful of our neighbours and leave quietly.

## **Opening Hours**

The Civic Hall is available to hire seven days a week;  
Monday to Saturday, 8am – 11pm, (late on request)  
Sunday, 8am – 5pm

Outside of normal office hours one of our Building Supervisors will be on site to assist you with any queries, they are located at Reception and will be on site for the duration of your booking.

## **Parking**

There is free parking in the car park around the Civic Hall. Long stay (two or more hours) is located at the rear of the car park, please see signage. There is rear ramp access to the main hall for unloading large items. Please ask if you would like to use it.

## **PAT Testing**

Any electrical items over 12 months old, brought into the Civic Hall must have been PAT tested. If you require an item you will be using during your hire to be PAT tested, please ask at Reception. This can be arranged free of charge, subject to availability.

## **Photocopying**

Only available during office hours. Enquire at reception for details and prices.

## **Projector**

Projectors are available for use in the building, free of charge. These need to be pre-booked, so please make sure you have requested one on your booking form.

## **Room Layout**

There are various ways in which your room can be set up depending upon which room you are booking and your individual requirements. Please let us know how you would like the room set out at least 24 hours before your booking, although we will do our best to accommodate later changes.

If you are unsure, we will be happy to discuss your requirements and suggest a plan

## **Rubbish Removal and Cleaning**

Please take all rubbish home with you. We expect the room surfaces and kitchen surfaces and floor to be left clean and tidy, ready for others. We reserve the right to add a cleaning charge of £20 to your invoice if excess rubbish or mess is left.

## **Staff**

During office hours, the staff at the Civic Hall are here to help:

Town Clerk – Haf Barlow

Deputy Town Clerk – Kate McDowell

Reception – Ann & Suzanne

Building Supervisors – Roy, Andy & John

Caretaker – Neil

Cleaner – John

## **Storage**

There is no facility for Hirer's to store equipment at the Civic Hall.

## **Toilets**

There are two public toilets, located either side of the reception area. Additional facilities are located in the main corridor.

## **Whiteboards**

Whiteboards and pens are available to use, free of charge. These need to be pre-booked, so please make sure you have requested one on your booking form.

Please only use washable marker pens on these boards.

**WIFI** Free Wi-Fi is available throughout building. The password is [civichall](#)

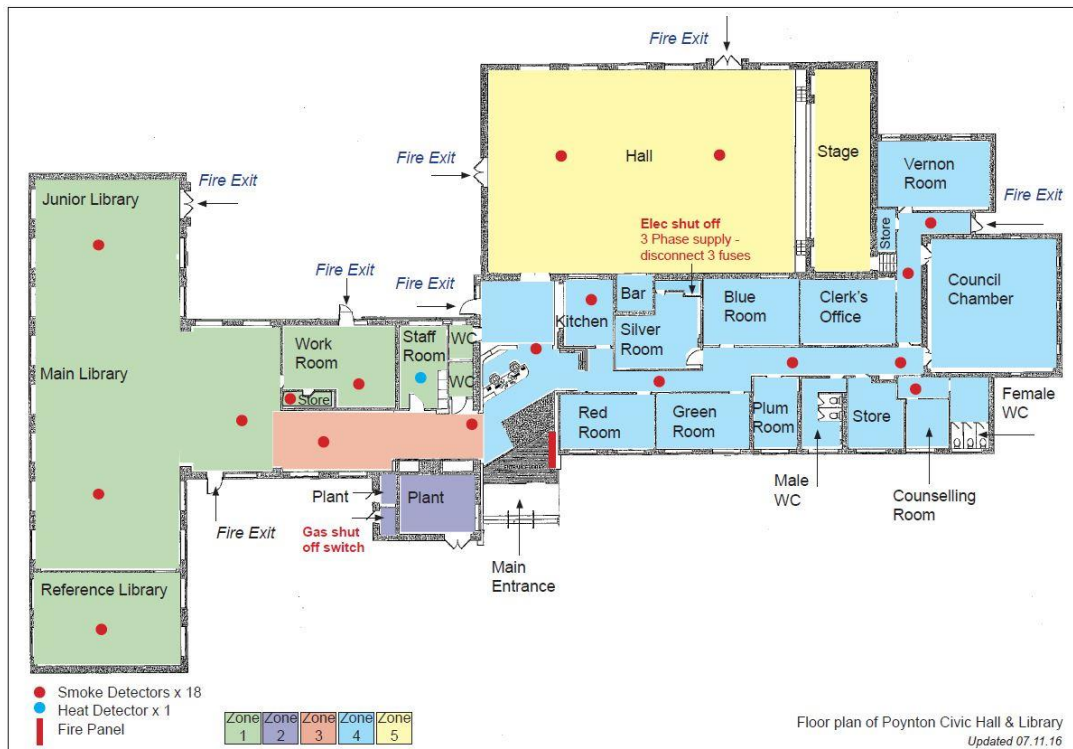


## Fire & Evacuation Procedure

Please make yourself familiar with the fire evacuation procedure and plans displayed on the wall nearest the exit in each room and read out the evacuation statement (page 7) to your attendees at the start of your event/session it contains details of the nearest emergency exits.

### In case of fire or emergency

- The emergency exits and fire alarm points are show on the plan below. Fire exits are located at each end of the building and are well signed.



- In the case of fire or other emergency, the fire alarm will sound.
- If you discover a fire before the fire alarm has sounded. Inform a member of staff immediately who will activate a fire call point
- The group Hirer is responsible for supporting Poynton Town Council staff to ensure their group make their way immediately to the Assembly Point, in a calm manner. You will be asked by a member of staff to account for all individuals in the group.

### **Assembly Point: grassed area adjacent to Priorslegh Medical Centre**

- Do not stop to collect your belongings and instruct your group to do the same.
- Follow any direction given by Poynton Town Council staff.
- Please do not attempt to re-enter the building until advised that it is safe to do so by a member of staff.

# **Fire Evacuation Statement**

**Hirers – please read the following room statement out to your attendees at the start of each session of hire.**

## **Hall**

Housekeeping for your safety. We are not expecting a fire alarm or drill. In the event of a fire, the fire alarm will operate and we will immediately evacuate the building.

Members of staff will assist with the evacuation. Please use the fire exits at the rear and side of the main hall and also the main entrance by which you entered.

All emergency exits are clearly sign posted so if in doubt please follow the signs. Please assist anyone having difficulty.

Make your way to the Assembly Point which is on the grassed area at the side of Priorslegh Medical Centre. Do not re-enter the building until instructed.

## **Council Chamber**

Housekeeping for your safety. We are not expecting a fire alarm or drill. In the event of a fire, the fire alarm will operate and we will immediately evacuate the building.

Members of staff will assist with the evacuation. Please use the fire exit which is situated in the corridor to the right of the council chamber.

All emergency exits are clearly sign posted so if in doubt please follow the signs. Please assist anyone having difficulty.

Make your way to the Assembly Point which is on the grassed area at the side of Priorslegh Medical Centre. Do not re-enter the building until instructed.

## **Red, Green, Blue and Plum Rooms**

Housekeeping for your safety. We are not expecting a fire alarm or drill. In the event of a fire, the fire alarm will operate and we will immediately evacuate the building.

Members of staff will assist with the evacuation. Please use the fire exits which are situated behind reception or by the main entrance by which you entered. There is an additional emergency exit in the staff corridor which can be accessed by turning right before the Council Chamber.

All emergency exits are clearly sign posted so if in doubt please follow the signs.

Please assist anyone having difficulty.

Make your way to the Assembly Point which is on the grassed area at the side of Priorslegh Medical Centre. Do not re-enter the building until instructed.



# Health and Safety

All Hirers will be expected to be familiar with the following Health and Safety rules and should draw the attention of all group members/attendees to the important information that is found on this sheet.

The following practices must be followed in order to minimise risk to all Hirers:

Do not operate, touch any electrical equipment where there are signs of damage, exposure of components or water penetration.

Be aware and seek to avoid the following risks:

- Creating slipping hazards on stairs, polished or wet floors. Please report spills immediately so they can be mopped up.
- Creating tripping hazards such as buggies, umbrellas, bags and other items left in rooms and corridors.
- Risks involved in handling kitchen equipment such as water heaters and knives.
- Creating toppling hazards by storing equipment at height and/or inappropriately.

## **In the event of an accident...**

The nearest Accident and Emergency Department is Macclesfield General Hospital, Victoria Road, Macclesfield, SK10 3BL, 01625 421000.

The nearest medical practice is located at Priorslegh Medical Centre, Civic Centre, off Park Lane, Poynton (opposite the main entrance). Tel 01625 872299.

The first aid box is located at reception. A defibrillator is located on the outside corner of the Civic Hall.

There is a list of staff who are qualified first aiders at reception.

**PLEASE NOTE: A qualified first aider is not always present at the Civic Hall.**

**All accidents must be reported on an accident/incident report form. Please speak with reception staff.**

For certain events and sessions you may be asked to provide a risk assessment before your hire can commence. You will be contacted by a member of staff if you are required to provide one.

## Terms & Conditions for hiring or using rooms at Poynton Civic Hall

### Bookings & Payments

- 1) Applications shall use the booking form to hire a room at Poynton Civic Hall and return it to: - Reception, **Poynton Town Council, Civic Hall, off Park Lane, Poynton SK12 1RB** or by email to [reception@poyntontowncouncil.gov.uk](mailto:reception@poyntontowncouncil.gov.uk) within 7 days of making the provisional booking. Booking will not be confirmed until this has been received.
- 2) The Council reserves the right to refuse any application for the hiring of The Venue and is not required to give any reason for such refusal. The Council may impose such additional terms and conditions as it may, from time to time, deem necessary to impose.
- 3) The Council may change the room booked as it may, from time to time, deem necessary. (If you are moved by the Council to a larger room, you will not be charged the higher rate, If you are moved to a smaller room, you invoice will be credited)
- 4) Terms for payment will be confirmed at the time of booking and can vary or alter at the discretion of the Council.
- 5) The Council will issue an invoice. For regular Hirers payment is due within 30 days of the date of the invoice and for Hirers at least 7 days before the event or at the time of booking.
- 6) The preferred method of payment is via bank transfer, using the invoice number as the payment reference. Our bank details are as follows:  
Bank: Unity Trust Bank  
Account Name: Poynton with Worth Town Council  
Sort Code: 608301, Account Number: 20412225, Payment reference: Your Invoice Number  
In exceptional circumstances, payment can be made by cash but will only be deemed to have been received when an official dated and signed receipt has been issued by a staff member. Do not accept a staff signature on your invoice as a receipt.
- 7) The Council accepts no responsibility for the non-arrival of booking forms, remittance's, or cancellations.
- 8) The Hirer shall vacate the Civic Hall at the end of the hire period (unless otherwise agreed). Failure to comply with this may result in further charges.
- 9) If a regular Hirer falls into payment arrears of more than one month's rental, the Council can terminate the agreement and suspend or terminate room hire without notice.
- 10) Applications cannot be considered from persons under 18yrs of age

### Cancellation of hire and refusal of booking

- 11) The Council may at any time terminate the hiring agreement for reasons beyond the control of the Council. In such circumstances, any money paid by the Hirer to the Council will be refunded.
- 12) Cancellation by the Hirer must be not less than 3 days before the booked event. The Hirer may be liable for payment if the cancellation was not done within 3 days.
- 13) If a room is not cancelled and the Hirer fails to turn up for the booking, or in the event of cancellation or termination in accordance with the provisions above the Hirer shall be liable to the Council for the whole of the hire charge together with any additional expenses incurred subject to the discretionary power of the Town Clerk to vary this provision in appropriate cases.
- 14) The Council may, without notice, terminate any hiring and effect immediate vacation of the Venue if, in the reasonable opinion of the Council:
  - the Hirer has breached any section of these terms and conditions.
  - the Hirer has made a material omission or a false statement in his/her application form, and/or that the hiring would be likely to result in damage to the venue or a breach of law.
  - if the Council feels that the event is not properly conducted or is causing damage to the floor, property, or the Civic Hall itself.
  - the Hirer has failed to pay previous invoices, as per the process in the Councils bad debt policy
- 15) The Council shall have the right to cancel any booking in the event that the venue is affected by an emergency of any kind. The Council will consider refunding part or all of any fees and charges paid and the amount shall be at its sole discretion.
- 16) The Venue shall not be used for any purpose other than that stated in the Hirers application form. The Venue shall not be sub-let by the Hirer. For the avoidance of doubt, the following activities are not permitted at the Venue – Hypnotism, Striptease, Lap Dancing, Pole Dancing or Table Dancing, Boxing/fight events.
- 17) The Council will not allow the hiring of the Venue by any organisation or individual whose purposes or aims for the period of hire include the promotion of views which are, or in the Council's opinion, detrimental to the Council policies for the promotion of social justice, equality, diversity and human rights or in conflict with a Council policy or the Council's statutory duties including but not limited to the Council's duties under the Equality Act 2010.

### Health & Safety Requirements

- 18) The Council will take reasonable measures to ensure the Civic Hall, and any equipment or substance provided there, are safe for the purposes for which they are hired.
- 19) The Hirer must abide by all relevant Health and Safety legislation as set out in this Hirer's Pack, page 6.
- 20) The Hirer will familiarise him/herself with the location of the emergency exits, the fire alarm points and the evacuation procedure and will inform their attendees of their location and the evacuation procedure. See page 5.

- 21) The Hirer (who must be over 18 years of age) shall, during the period of hiring, be responsible for their own event and the supervision and behaviour of attendees. The Hirers are responsible for ensuring adequate safeguarding of young people and vulnerable adults who attend their events or classes.
- 22) The Hirer should ensure all exterior doors and fire exits are kept unfastened and unobstructed and are immediately available for exit during the whole time the hired premises are in use, and no obstruction shall be placed or allowed to be made in any corridor giving access to the hired premises.
- 23) The Hirer shall provide supervisors as follows:  
Less than 150 persons (1 named supervisor), Up to 250 persons (2 named supervisors)  
Events involving children (up to the age of 16 years) 1 named supervisor per 100. The names and contact details of the supervisors shall be entered on the booking form and they must remain present during the entire event. The supervisor will be required to assist Town Council staff in ensuring that there is no overcrowding, that all gangways and exit routes are clear, that the public do not stand on seats or furniture and be aware of the requirements for safe evacuation of the building if required. The Council may in some cases deem it appropriate to employ a second supervisor for the event, the cost will be borne by the Hirer.  
Where, in the opinion of the Licensing Authority, Cheshire East, the event requires Registered Door Security Personnel, the cost of the hire of such personnel will be borne by the Hirer.
- 24) No animals (apart from assistance animals) are allowed in the Venue without the written permission of the Town Clerk.
- 25) The Hirers must not allow the use of pyrotechnics, naked flames, smoke generators, strobe lighting or lasers.
- 26) The stage, sound and lighting equipment used by the Hirer shall at all times be operated by electricians or other competent and left in good working order at the end of the hiring. Any such equipment which is found to be or becomes faulty must be reported to staff at the time the defect is discovered, or as soon as possible after.
- 27) All portable electrical equipment brought into the premises by the Hirer must be tested to current Health and Safety Standards and proof of testing submitted to the Town Clerk's Office. No additional lights or extensions from the existing electric light fittings or sockets shall be used without the prior consent of the Town Clerk.
- 28) Smoking including the use of E-Cigarettes is not allowed in the Venue or immediate vicinity.
- 29) Bringing and consuming your own Alcohol on the premises is strictly forbidden, without consent from the Town Clerk.

#### **Care of Premises**

- 30) The Hirer is responsible for all damage to the Civic Hall and to any property in the hired space and communal areas (Including furniture & fittings therein) occurring during the period of hire or when persons are entering/leaving or waiting to gain access pursuant to the hire howsoever and whosoever caused.
- 31) No bolts, nails, tacks, screws, pins or blu-tac or similar objects shall be driven into any part of the venue, nor shall any placards or other articles be affixed. The Hirer is not permitted to apply any preparation whatsoever to the floors of the hired premises without the prior consent of the Town Clerk. Hirer shall not bring into the land any article of an inflammable or explosive character or that produces an offensive smell or any oil, electrical, gas or other apparatus without a confirmatory letter from the Town Clerk.
- 32) The kitchen must be left in a clean and tidy condition at the end of the hire. No abrasive cleaners must be used on the surfaces. The Hirer is responsible for food hygiene.

#### **Consideration for Others**

- 33) Hirers or their attendees are prohibited from gathering in groups outside the exits or in the Heritage Garden as part of their event.

#### **Liability**

- 34) The Hirer is responsible for all safety aspects prior to, during or subsequent to the event and shall be liable for and agrees to indemnify the Council against any expense, liability, claims, actions, demands, proceedings, cost or awards whatsoever in respect of any loss, damage, injury or death to persons or property arising out of or in the course of the hiring, howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person(s) attending the Civic Hall and shall indemnify the Council as required
- 35) The Council accepts no responsibility for any property left at the venue, during or after the hire period and will not accept liability for any loss, damage or theft to any person or property arising from the hiring or for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person(s) at the venue.
- 36) The Council shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, Government restriction or Act of God, which may cause the premises to be temporarily closed or the hiring to be interrupted or terminated.
- 37) The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice connected with such sales.

**Any complaint arising out of the hiring must be notified in writing to the Town Clerk within three days of its occurrence**

BOUNCY CASTLE FORM



**Poynton with Worth  
Town Council**

<b>Contact person (The Hirer)</b>	
<b>Organisation name (if applicable)</b>	
<b>Date of Event</b>	
<b>Name and address of Bouncy Castle Provider</b>	

**Your Bouncy Castle provider must have public liability insurance cover of at least £5,000,000. A copy of the certificate must be provided to the Town Council at least 14 days prior to hire**

.....

Hirer's name (capitals)

Hirer's signature

Date

**Please return this form to [reception@poyntontowncouncil.gov.uk](mailto:reception@poyntontowncouncil.gov.uk) or Civic Hall, off Park Lane, Poynton, SK12 1RB**

**For office use only** -----

**Copy of Insurance Certificate Received** **Yes/No**

**Level of cover for public liability £5,000,000** **Yes/No**