



Poynton Civic Hall – Hirer's Pack



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

Tel: 01625 872238

**Email:
reception@poyntontowncouncil.gov.uk**

Hirer's Terms & Conditions

Poynton Town Council

2025/2026/2027

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.

This year we have had to make some significant changes to the booking rules around large parties, events and celebrations/ alcohol on the premises and catering arrangements. A summary of the changes can be found in Appendix one but are also included in the relevant sections of the pack.

Kind regards

Kate McDowell

Deputy Town Clerk

Kate.mcdowell@poyntontowncouncil.gov.uk

01625 872238

What you need to do first....

To confirm your booking, please complete and return the booking form in the next 7 days to Kate at kate.mcdowell@poyntontowncouncil.gov.uk or reception@poyntontowncouncil.gov.uk to confirm your hire.

Unfortunately, we no longer allow bouncy castles/inflatables on site.

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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 first ring the doorbell on the wall on the right-hand side of the main doors. If no one answers please call 01625 872238 and if there is still no response call one of the out of hours numbers 07983 443544 or 07890 741268.

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. There is also rear ramp access to the main hall for unloading large items. Please ask if you would like to use it.

Did you know we hire out wheelchairs 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 prior permission from the Clerk. (This includes hobby group Christmas meetings)

If you are selling alcohol or including a free drink in the price of an entrance ticket or raffle etc.

A licensed bar must be hired to serve at the event and a temporary event notice¹ must be purchased from Cheshire East Council. A copy of the certificate must be provided to the Deputy/Clerk.

If you are offering a free bar to your guests

A licensed bar must be hired to serve the alcohol

If you are allowing guests to bring their own alcohol for personal consumption

There must be no more than 75 people in attendance and no children at the event/party. Permission must also be obtained from the Clerk in advance.

Bank Holidays & Christmas

Rooms may not be available to hire on bank holidays or in between Christmas and New Year.

Baby changing

Baby changing facilities are located in the disabled toilet at reception, 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 booking form, 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/ Inflatables

We do not allow Bouncy Castles/Inflatables on site.

Catering & Food

No hot “catered*” food is allowed on site.

We have no capacity or facilities for hot “catered” buffets/meals, the Civic Hall is not a banqueting hall. Hirers must not bring in or serve any food from “bain maries” or similar large serving vessels or serve meals such as hot pots, casseroles, stews, curries, chillis, tapas and similar food etc.

You are only able to serve delivered pizza (in cardboard packaging), cold finger food, afternoon tea and canapés.

A light cleaning charge of £24 will be charged if food is being provided/served.

The consumption of food is not allowed in reception or in the corridors and all food and refreshments must be consumed in the Main Hall area.

Children

Children must be accompanied by a responsible adult and are not allowed in the kitchen area or on the stage unless part of a performance. Please use the child safety gates provided to block access as required.

Civic & Community Events Precedence

As the building is a Civic Hall, from time-to-time community or civic events, including blood donation or vaccination sessions may take place at the premises, sometimes with little notice. In these circumstances your hire may have to be cancelled for the event to be accommodated as these civic/community events take precedence. We aim to give you as much notice as possible if this happens and will try and offer you an alternative time and date or local venue.

Cleaning Charge

The hire of any rooms in the Civic Hall for dance shows*, large parties/events with food/events with more than 100 participants will automatically attract a light clean up charge of £24 for each event or day of hire.

All rubbish must be taken home at the end of each day or hire period.

*The corridors and reception area must be kept clear and not used for waiting or practicing during performances.

Please DO NOT stick any items to any walls, floors or the edge of the stage – as this causes damage. If a member of staff asks you not to do this and their request is ignored, we reserve the right to invoice you to repair any damage or intense cleaning needed to repair the surfaces. (See Deposit and Damage incurred fees)

Confetti & Confetti Cannons

No confetti cannons, or confetti items are allowed on site – if they are used a £100 cleaning charge will be payable.

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

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.

Deposit and Damage Incurred Fees – for events, celebrations & parties serving cold food and/or are-booked in under exclusive use using more than one room.

A refundable damage deposit of £250 will be added to the hirer's invoices – on top of any room hire charges which must be paid before the event.

After the event an inspection of the building will be carried out and if there is any damage, it will be photographed and logged and an invoice will be raised, itemising the damage.

The total will be deducted from the deposit and the balance (if any) repaid to the hirer.

By signing the booking form you are agreeing that any damage will be invoiced and deducted from the deposit. If the damage caused is more than the amount of the deposit held a further invoice for the balance will be issued.

Example fees are as follows: (All fees quoted inclusive of vat)

- Carpet cleaning required £36 per room
- Upholstery cleaning required £24 per chair
- Damage to walls, from sticky tape or such like £24 per area
- Damage to hall floor and any other damage to fixtures and fittings – or multiple problems found – amount dependent on extent of damage.
- Rubbish left on site £100

Any disputes must be raised within 48 hours of receiving the invoice for damages to the Clerk: haf.barlow@poyntontowncouncil.gov.uk with full details of the reason for the dispute. If the dispute remains it will then be referred to the Council for consideration and you will be informed of the outcome. Any unpaid further damage invoices will be referred to the small claims court as per our debtor's procedure.

We have a zero tolerance policy against any abuse or violence towards staff and our staff welfare will always be our number one priority.

Dogs and Other Animals

No dogs or other animals (apart from assistance animals supporting individuals) are allowed in the Civic Hall. No demonstrations of assistance animals are allowed to groups and no Children's animal parties are allowed.

E-Bikes

No e-bikes or scooters are allowed on the premises and must be left outside. There are bike racks around the building that can be used to secure these items whilst you are visiting our building.

Electrical Equipment & Extension Leads

Our Health and Safety requirements mean that only extension cables owned by Poynton Civic Hall can be used in the Hall. **You are not able to bring or use your own extension cables.** We have four extension leads available for general use. They are available on request from reception on the day of your hire.

All trailing cables must be covered by cable covers – provided by Poynton Civic Hall and **under no circumstances must extension leads be plugged into extension leads to create a longer cable** as this is a serious fire hazard. We require you to provide a copy of what electrical equipment you will be bringing on the day with a request for the number of extension leads you would like to use so we can reserve them for you and advise on the safest way to install equipment. If you would like to arrange a pre-visit with our caretaker to plan out the equipment before the event please contact the Deputy Clerk.

Exclusive Use Of The Building

Due to the nature of some larger events, celebrations and parties, it is sometimes impossible for us to hire out any other rooms during the events to other hirers. You may, therefore, be charged exclusive use rates and a quotation will be provided on costings before you sign the booking form.

Exclusive use does not give you access to all rooms, only the main hall, toilets, kitchen and stage. If you require the use of any other rooms these must be requested and agreed by Clerk/Deputy Clerk at the time of booking.

It will not be possible to hire extra rooms on the day of the hire.

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 and also in this document at page 7, to your attendees. In the event of fire, the hirer must alert a member of staff and activate the fire alarm and 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 from the reception phone. (Dial 9 for an outside line)

Food Preparation

Food preparation on the premises is at the Hirer's own risk. All surfaces must be cleaned thoroughly prior and after use.

Hearing Loops

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

Hire Costs

We have the right to review hire costs on an annual basis, usually in March with a view to implementing them in April, each year. New charges will be updated for any future bookings even if made before the rate increase.

Hire Period

The minimum hire period for any room is 1 hour. Additional time periods can be added in 15-minute increments.

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 fridge, trolley and trays for taking drinks into the rooms and a dishwasher. Groups may use the crockery and cutlery provided, but need to bring their own supplies of tea, coffee and milk. We do not have facilities for cooking or for keeping food warm. You are prohibited from bringing in your own kitchen equipment such as toasters/toastie makers, slow cookers etc. without written permission from the Clerk.

Large events, Celebrations and Parties - Maximum Capacity – 150 people

For large parties, with tables, the maximum capacity allowed will now be 150 people*
We have 21 trestle tables – which can seat 6 people comfortably. This allows seating for up to 125 people if all tables are used plus 25 helpers / organisers / entertainers etc.
Capacity will be checked periodically and if found to be breached, you will be asked to reduce numbers immediately.

* Audience style events such as Theatre/Dance/Music Productions and Concerts/Presentations/Certificate Evenings etc, which are purely seated can apply to the Clerk for a higher seating capacity up to a maximum of 250.

Large events, celebrations and parties booking period – Maximum 5.5 hrs (including set up and take down times)

For Hall bookings for over 75 people. The maximum hire of the building cannot exceed 5.5hrs, this includes set up and set down time.

This is to support our staff welfare and is in accordance with our staffing capabilities.
If the Clerk/Deputy Clerk deems that the nature of the event will require more than one Building Supervisor to be on duty, you will be informed of this at booking and the additional cost will be advised at that time.

Lost Property Liability

Poynton Town Council accepts no liability for any property left in the building.

Music Licence

The Civic Hall holds a PRS music licence. You may need a PPL licence. There are two types of music licenses that need to be considered.

1. PRS – This pays royalties to the composer of the music, and this is the license that the Civic Hall holds.
2. PPL – This pays royalties to the producers, and this is the license that groups playing copyrighted music during their sessions (even as background music) must hold. For example, but not limited to fitness, dance and exercise classes, sports classes and babies/toddler sessions.

Parties and groups that do not need a PPL licence are as follows:

- Private parties using a DJ.
- Groups using non copyrighted music only.
- Carol concerts
- Gilbert & Sullivan Society performances
- Live performances of copyrighted music
- Private dance lessons if they are not being charged for

You must have a PPL license for any of the following (This is not an exhaustive list)

- Ticketed events playing recorded copyrighted music.
- Groups using copyrighted recorded music during their sessions.
- Dance, fitness and exercise classes using copyrighted music.
- Toddlers, baby classes using copyrighted music.

Under the terms of our hire - It is your responsibility to ensure you have the correct PPL licence in place for your event. The Town Council will chargeback any PPL costs it incurs as a result of any hirers sessions if you have not obtained the correct licence– if you are unsure if you need a PPL licence you can contact music licensing here <https://pplprs.co.uk/>

Naked Flames

No gas or oil burners, candles or naked flames are allowed in the building.

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 Sunday, 8am – Midnight

All music/entertainment must finish at 11pm prompt due to licensing laws, staff welfare and as a courtesy to our neighbours.

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

Although the Civic Hall doesn't own any car parks. Cheshire East operates the long stay section of the car park surrounding the building.

Parking in the bays marked with a P are chargeable from 8am until 3pm Monday - Sunday.

After 3pm, parking is FREE.

Don't forget, the Waitrose operated short stay spaces is currently free for up to two hours

PAT Testing

You must ensure that any electrical items over 12 months old, brought into the Civic Hall and used during the course of your hire have a valid PAT test certificate, before it is plugged in. 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 & Screen

Projectors & screens are available in the Chamber, Halls and three meeting rooms for use, free of charge. These need to be pre-booked, so please make sure you have requested one on your booking form. The screen in the chamber may not be compatible with older laptops so please arrange to test your connections before any important meetings.

Reception and Corridors

Please note you are not permitted to use the seating area at reception or in the corridors as workspaces. If you would like to hire an extra room during your time on site, please ask at Reception and they will check availability and costs for you. However, during opening hours you are able to work from the library.

Recurring Bookings – Year on Year

Recurring bookings are taken in calendar year blocks. It is the Hirer's responsibility to ensure the bookings are carried over into the next calendar year to avoid losing their original hire period. Where possible Town Council staff will prompt the hirer to extend their bookings, but this may not always be possible. The Town Council accepts no responsibility if recurring bookings are not automatically carried over into a new year.

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 three days 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

All rubbish must be taken away at the end of the event by the hirer – **failure to do so will result in a £100 fine**. We do not have the facilities to process rubbish from large parties and we are charged for excess weight. Rubbish must be disposed of legally and at the expense of the hirer. **(See also Cleaning Charge)**

Set Up and Take Down Time – Grace Periods

You are able to access your room 15 minutes before your session to set up and are allowed 15 mins after your session ends to clear up. This is a free of charge grace period and should not be used as an extension of your session time for your activity, lesson or event. The grace period cannot be used to reduce your paid session time and cannot be used to separate hire periods without charge. Eg) if you have multiple lessons, activity sessions or appointments during your hire period with us. Only one set of grace periods can be used each day. (Unless you are returning the same day for an additional session with a minimum of 2hr gap where you and your belongings are not on the premises).

You cannot move rooms during your hire session to attract another set of grace periods

Smoking

Smoking/vaping is prohibited in the building. There is a smoking/vaping area in the Heritage Garden – please dispose of your butts in the bins provided.

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

Operations Manager - Chris

Building Supervisors – Andy, Glyn, John and Sam

Caretaker – Neil

Marketing & Events Co-Ordinator – Jenny Lippmann

Speaker & Microphones

We have a portable speaker with a microphone that can be used during your event. This must be booked so please ensure you request it on your booking form. We strongly suggest that the person who will be using the microphone at your event – tests it beforehand to ensure they are projecting their voice properly and using correct microphone technique. If the speaker is not fit for your use, you are able to bring your own sound system to use, subject to up-to-date PAT testing.

Stopping an Event or Hire

Staff have the power to shut down an event if they feel it is overcrowded or, if in their opinion, any of the terms and conditions of hire are breached.

Storage

There are no facilities for Hirers to store **any** equipment at the Civic Hall. **There are no exceptions.**

Toilets

There are two public toilets, located either side of the reception area. Additional facilities are located in the main corridor for hirers use only during hire periods.

Walls, Floors & the Stage

Please DO NOT stick any items to any walls, floors or the edge of the stage – as this causes damage. If a member of staff asks you not to do this and their request is ignored, we reserve the right to invoice you to repair any damage or intense cleaning needed to repair the surfaces.

Whiteboards

Whiteboards are located on the wall in some rooms and pens are available to use on request. Please only use washable marker pens on these boards.

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

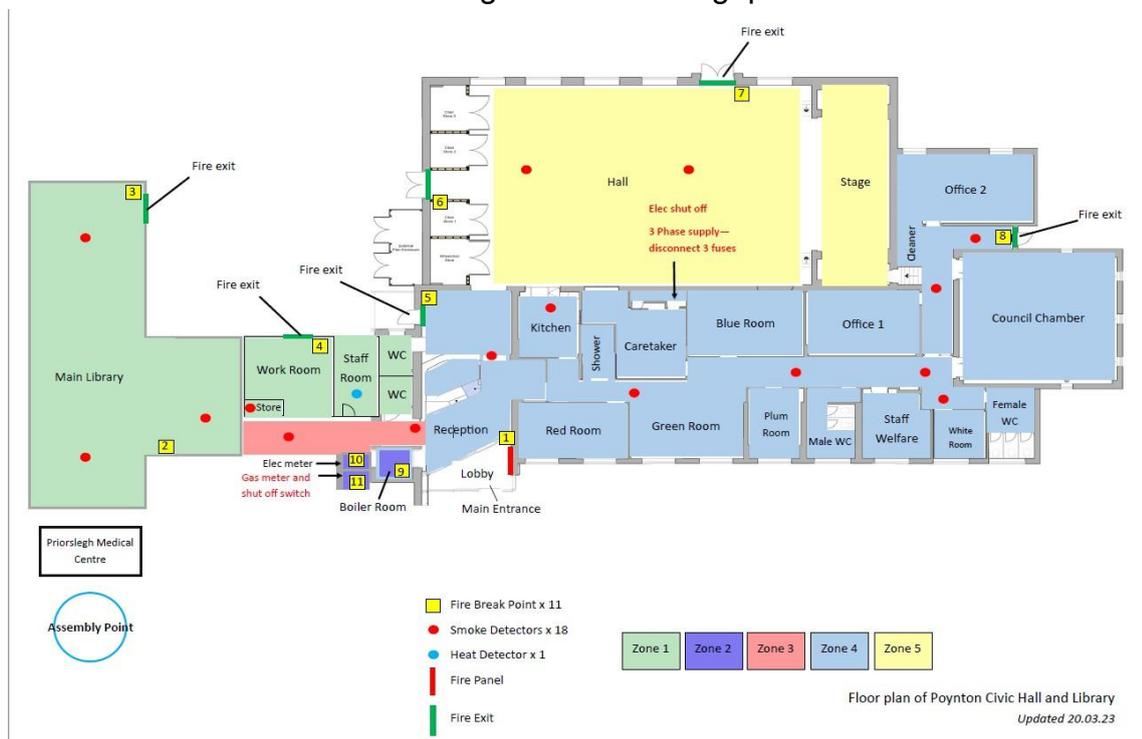


Fire & Evacuation Procedure

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 12) 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 shown on the plan below. Fire exits are located at each end of the building and are well signposted.



- In the case of fire or other emergencies, 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 signposted 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 signposted 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 & White 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 left before the Council Chamber.

All emergency exits are clearly signposted 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 Priorsleigh 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.

APPENDIX ONE

Large Events, Celebrations and Parties, with more than 75 attendees Immediate changes to bookings

Following a review of the Town Council's resources, it has become clear that, as a small organisation, we lack the kitchen and staffing capacity to host large catered parties, especially those that last several hours. We have therefore decided to implement changes to the booking of large parties. A thorough review has been carried out by the Clerk and Deputy Clerk and the following changes will come into effect immediately as the current arrangements are untenable.

Any large parties already booked and confirmed (i.e.) the booking form has been accepted and acknowledged by the Deputy Clerk, and the party takes place before 11th October 2025, will still be honoured. Any new parties booked up to or take place after the 11th October will be subject to the following changes. We are sorry for any inconvenience this may cause you, but we have to make these changes to preserve both our buildings and assets and also ensure the welfare of our staff.

The following additional rules (on top of the existing terms and conditions in the Hirers' Pack) will apply to any new large party/celebrations bookings with immediate effect. For all other hirers, the existing terms and conditions in the Hirers' Pack will still apply

Large events, celebrations and parties - **Maximum Capacity – 150 people**

For large parties, with tables, the maximum capacity allowed will now be 150 people*
We have 21 trestle tables – which can seat 6 people comfortably. This allows seating for up to 125 people if all tables are used plus 25 helpers / organisers / entertainers etc.
Capacity will be checked periodically and if found to be breached, you will be asked to reduce numbers immediately.

* Audience style events such as Theatre/Dance/Music Productions and Concerts/Presentations/Certificate Evenings etc, which are purely seated can apply to the Clerk for a higher seating capacity up to a maximum of 250.

Large events, celebrations and parties booking period – Maximum 5.5 hrs (including set up and take down times)

For Hall bookings for over 75 people. The maximum hire of the building cannot exceed 5.5hrs, this includes set up and set down time.

This is to support our staff welfare and is in accordance with our staffing capabilities.
If the Clerk/Deputy Clerk deems that the nature of the event will require more than one Building Supervisor to be on duty, you will be informed of this at booking and the additional cost will be advised at that time.

Exclusive Use of the Building

Due to the nature of some larger events, celebrations and parties, it is sometimes impossible for us to hire out any other rooms during the events to other hirers. You may, therefore, be charged exclusive use rates and a quotation will be provided on costings before you sign the booking form. **Exclusive use does not give you access to all rooms**, only the main hall, toilets, kitchen and stage. If you require the use of any other rooms these must be requested and agreed by Clerk/Deputy Clerk at the time of booking. It will not be possible to hire extra rooms on the day of the hire.

Catering & Food

No hot “catered*” food is allowed on site.

We have no capacity or facilities for hot “catered” buffets/meals, the Civic Hall is not a banqueting hall. Hirers must not bring in or serve any food from “bain maries” or similar large serving vessels or serve meals such as hot pots, casseroles, stews, curries, chillis, tapas and similar food etc.

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A light cleaning charge of £24 will be charged if food is being provided/served.

The consumption of food is not allowed in reception or in the corridors and all food and refreshments must be consumed in the Main Hall area

Deposit and Damage incurred fees – for events, celebrations & parties serving cold food (as defined above) and/or are-booked in under exclusive use or using more than one room.

A refundable damage deposit of £250 will be added to the hirer’s invoices – on top of any room hire charges which must be paid before the event.

After the event an inspection of the building will be carried out and if there is any damage, it will be photographed and logged and an invoice will be raised, itemising the damage.

The total will be deducted from the deposit and the balance (if any) repaid to the hirer.

By signing the booking form you are agreeing that any damage will be invoiced and deducted from the deposit. If the damage caused is more than the amount of the deposit held a further invoice for the balance will be issued.

Example Fees are as follows: (All fees quoted inclusive of vat)

- Carpet cleaning required £36 per room
- Upholstery cleaning required £24 per chair
- Damage to walls, from sticky tape or such like £24 per area
- Damage to hall floor and any other damage to fixtures and fittings – or multiple problems found– amount dependant on extent of damage.
- Rubbish left on site £100

Any disputes must be raised within 48 hours of receiving the invoice for damages to the Clerk: haf.barlow@poyntontowncouncil.gov.uk with full details of the reason for the dispute. If the dispute remains it will then be referred to the Council for consideration and you will be informed of the outcome. Any unpaid further damage invoices will be referred to the small claims court as per our debtor’s procedure.

We have a zero tolerance policy against any abuse or violence towards staff and our staff welfare will always be our number one priority.

Rubbish Removal

All rubbish must be taken away at the end of the event by the hirer – failure to do so will result in a £100 fine. We do not have the facilities to process rubbish from large parties and we are charged for excess weight. Rubbish must be disposed of legally and at the expense of the hirer.

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If you would like to arrange a pre-visit with our caretaker to plan out the equipment before the event please contact the Deputy Clerk.

Alcohol

- **If you are selling alcohol or including a free drink in the price of an entrance ticket or raffle etc.**

A licensed bar must be hired to serve at the event and a temporary event notice² must be purchased from Cheshire East Council. A copy of the certificate must be provided to the Deputy/Clerk.

- **If you are offering a free bar to your guests**

A licensed bar must be hired to serve the alcohol

- **If you are allowing guests to bring their own alcohol for personal consumption**

There must be no more than 75 people in attendance and no children at the event/party. Permission must also be obtained from the Clerk in advance.

Please note due to licencing rules all Music/Entertainment must finish at 11pm prompt.

² Details on Cheshire East's Licensing website:

https://www.cheshireeast.gov.uk/business/licensing/alcohol_and_entertainment/temporary_event_notice.aspx

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

Bookings & Payments

- 1) Applicants 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 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 hire of the civic hall 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, your 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 ad hoc Hirers at least 7 days before the event or at the time of booking. Previous late payers may be asked to pay upfront or be denied future hire.
- 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. A staff signature on your invoice can serve as a receipt.
- 7) The Council accepts no responsibility for the non-arrival of booking forms, remittances, 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) Civic or Community Events take precedence, and a hire session may be cancelled to accommodate them. Examples of such events include (but are not limited to): Elections, NHS clinics, Blood drives and public enquiries.
- 13) Cancellation by the Hirer must be done more than 3 days before the booked event. The Hirer may be liable for payment if the cancellation is not done within this timescale.
- 14) 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.
- 15) The Council staff may, without notice, terminate any hiring and effect immediate vacation of the civic hall if, in the reasonable opinion of the Council staff member:
 - 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 staff member 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 Council's bad debt policy.
- 16) The Council shall have the right to cancel any booking in the event that the venue is affected by an emergency of any kind or the death of a senior royal or public figure. The Council will consider refunding part or all of any fees and charges paid, and the amount shall be at its sole discretion.
- 17) The civic hall 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.
- 18) The Council will not allow the hire of the civic hall 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

- 19) 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.
- 20) The Hirer must abide by all relevant health and safety legislation as set out in this Hirer's Pack, page 11.
- 21) The Hirer will familiarize 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 9.
- 22) 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.

- 23) 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.
- 24) 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.
- 25) No animals (apart from assistance animals for individuals) are allowed in the Civic Hall.
- 26) The Hirers must not allow the use of pyrotechnics, naked flames, confetti cannons, smoke generators, strobe lighting or lasers.
- 27) The stage, sound and lighting equipment used by the Hirer shall at all times be operated by electricians or other competent operators and left in good working order at the end of the hiring. Any equipment which is found to be or becomes faulty must be reported to staff at the time the defect is discovered and switched off immediately.
- 28) All portable electrical equipment brought into the premises by the Hirer must be tested to current health and safety standards PAT 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.
- 29) Smoking/vaping including the use of E-Cigarettes is not allowed in the civic hall or immediate vicinity.
- 30) Bringing and consuming your own alcohol on the premises is strictly forbidden, without written consent from the Town Clerk.

Care of Premises

- 31) 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.
- 32) 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. The Hirer shall not bring into the civic hall any article of an inflammable or explosive character or that produces an offensive smell or any oil, electrical, gas or other apparatus without permission from the Town Clerk.
- 33) 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

- 34) Hirers or their attendees are prohibited from gathering in groups at reception, in corridors or outside the exits or in the Heritage Garden as part of their event.

Liability

- 35) 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.
- 36) The Council accepts no responsibility for any property left at the civic hall, 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.
- 37) 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.
- 38) 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.