

Goodwill Hall

Conditions of hire

1. All applications for hiring Goodwill Hall must be made in writing on the official Application Form. For a single booking, a deposit will be payable on signing the Application Form.
2. The deposit will serve five purposes:
 - Secures the booking
 - Cancellation. If the hire booking is cancelled within 4 weeks of the hire date, the deposit will not be refunded,
 - Cleanliness: If the premises and surrounds are left in a clean and tidy condition the deposit will be refunded to the person named on the hire agreement form. If not, the deposit, or a part of it, at the discretion of the Committee will be retained by the Goodwill Hall.
 - Loss of keys. There will be a charge of £50 for a lost front door key.
 - Breach of Premises Licence - the deposit will not be refunded.
3. The hire fee is payable in full no later than two weeks before the date of the hire. If the hire fee is not paid by that due date the Committee reserves the right to re-let the Hall for the date in question and retain the deposit in lieu of (effective) cancellation. Unless the hall is re-let, the hire fee will not be returned if the booking is cancelled in these last two weeks.
4. THE HIRER must be aged 25+ years and must remain on the premises for the duration of the hire.
5. THE HIRER will, during the period of hire, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort, and 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. No articles of an explosive, inflammable nature or any article producing obnoxious smells shall be permitted in any part of the building.
6. The Hirer must comply with all statutory obligations including the safeguarding of children. No activity should be carried out which causes offense to other users of the Hall and neighbouring premises.

7. Bookings by caravan groups must ensure that access is maintained..
8. THE HIRER shall keep all entrances and exits free from obstruction at all times and properly lit by the lights provided.
9. The HIRER **MUST** ensure that noise is kept to a minimum late at night and when leaving the hall. Please be courteous to our neighbours.
10. No liability will be accepted for the loss of HIRER'S equipment, whether personal or otherwise. Any items left on the premises at any time are at owner's risk.
11. Any additional seating or other furniture required must be provided at HIRER'S own expense. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof , nor allow the sale of alcoholic liquor thereon without the necessary licence.
12. If the HIRER plans to run licensable activities, particularly the sale of alcohol, the HIRER will need to obtain a Temporary Event Notice (TEN) from Cheshire East Council. Any event that will need a TEN should be discussed with the booking secretary prior to making an application. The HIRER shall be responsible for ensuring no person under the age of 18 consumes alcohol and for the observance of the same and all other regulations appertaining to the premises stipulated by the Fire Authority, Police or Local Authority as part of the TEN approval.
11. The hall is a no smoking venue and this must be strictly adhered to.
 11. THE HIRER shall be the appointed Fire Officer during the period of hire and must ensure that an emergency evacuation announcement is made at the start of function. THE HIRER must notify the Fire Service in the event of a fire, ensure correct usage of fire alarm and extinguishers together with evacuation of the premises to an assembly point on the main car park. Any misuse of the fire extinguishers or fire alarm system involving a call out for repair or restoration of extinguishers or fire alarm will be charged to THE HIRER.
 12. THE HIRER shall compensate the Committee for the cost of repair of any damage done to any part of the property, including the curtilage thereof, or the contents of the building including the fire extinguishers or fire alarm, which may occur during the period of hire as a result of the hiring.

13. At the end of the hiring, THE HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition, the water boiler in kitchen and all hall lights switched off, windows and doors properly locked and secured unless directed otherwise. Any contents including tables, chairs, crockery and cutlery temporarily removed from their usual positions must be replaced properly.
14. No equipment belonging to THE COMMITTEE may be hired or removed from the premises at any time without permission.
15. THE COMMITTEE reserve the right to cancel a hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, or when it has to be used in the event of a major emergency as a Rest Centre, in which case THE HIRER shall be entitled to a refund of any deposit already paid.
16. The Secretary or other Officers of the Committee shall have full right of access to any part of the premises at any time, and THE HIRER shall be held responsible for seeing that such provision is made.
17. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired the Committee shall not be liable to THE HIRER for any resulting loss or damage whatsoever.
18. NO DOGS OR OTHER ANIMALS shall be permitted on any part of the premises, unless they are assistance dogs or by prior agreement of the committee.
19. Not more than 160 persons shall be permitted to be on the premises at any one time when the premises are in use for the purpose of dancing only. Not more than 130 persons shall be permitted for the purpose of functions utilising seating at tables, and not more than 150 persons where there is a combination of dancing and seating.
20. For large events serving or selling alcohol, security on the door must be provided at the discretion of the committee. This will be arranged by the Goodwill Hall and paid for by THE HIRER. A quote will be provided prior to confirmation of booking.

21. THE HIRER is hereby notified that Hirer's Liability Insurance is not provided by the Village Hall Committee and THE HIRER is advised to consider whether this is deemed appropriate to put in place for the Hirer's event.

22. Although Covid 19 related restrictions were lifted on 19th July 2021, Government advice for indoor activities is that the HIRER should have a risk assessment that factors in any Covid related issues. For example the advice is that adequate ventilation should be provided by opening doors and windows as far as possible. Contact and trace details should still be collected. People attending the event should be reminded to sanitise or wash their hands regularly. Depending on the event and the demographic of the people attending the HIRER may want to provide some advice about wearing masks when moving around the building.

Please continue to next page for Notes for Hall Users.

NOTES FOR HALL USERS - July 2021

1. The Goodwill Hall is accessible via:
 - a) Front door which will be left open for you. There may be occasions when the key to the hall will be left in a key safe for you to unlock and lock up the hall yourself. This will be confirmed prior to your booking date. If both front doors need to be left open please secure them with the hooks provided. The doors open outwards
 - b) Back door, which opens outwards and can be operated by a thumb screw lock from the inside and must be locked from the inside at the end of the hire. This door is also an emergency/fire exit.
 - c) Side double doors in the main hall. These doors are fire exits and can only be opened from the inside by pushing the exit bar. If you have opened these doors during your hire (for example you may want to create additional ventilation or for access to the smoking area), please ensure that they are closed securely at the end of the hire.
2. External lights. There is a round delay switch button on the entrance hall wall in the foyer, which will illuminate the porch lights. This goes off automatically. There is an internal switch by the back door in the kitchen which illuminates the side car park. This must be switched off before departure. The lights to the main hall and the corridor can be found on the column in the corridor opposite the kitchen. NB - the emergency light in the hall and the light above the defibrillator box on the exterior wall remain on at all times.
3. Windows: All windows are unlocked, please ensure that windows are closed at the end of your hire.
4. Heating: The central heating control unit is located on the wall at the left hand side of the stage. The heating will be on should temperatures warrant. The temperature of the hall can be controlled by using the individual thermostat controlled radiators.
5. Electrical Appliances: If any mains electrical appliance is brought into the hall by a user, it is the hirer's responsibility to ensure it is safe. Electrical appliances provided by the hall are regularly PAT tested. PLEASE DO NOT USE REBECCA'S NURSERY FRIDGE and FREEZER they are clearly marked. Care must be taken when loudspeakers and microphones are in use that they must not be positioned where they might fall off the front of the stage.
6. Hall PA. There is a PA system which can be made available if requested at the time of booking. It is advised that you ensure that it is suitable for the purposes that you need in advance of the hire.

7. Storing tables and chairs: At the end of your hire, please place all chairs around the side of the hall, use the chair trolley if necessary. You will be provided with the number of tables agreed on your booking form.

8. Curtains: Do not open the stage curtain unless arranged.

9. Access: Access to the front meeting room, the stage, the kitchen and the kitchen equipment such as fridge and cooker is not permitted unless a hirer has specifically requested those facilities at the time of booking. If the HIRER is using the kitchen they must bring and use their own tea towels. The Defibrillator on the exterior front wall is always accessible

10. A simple First Aid kit has been provided and is kept on the counter in the kitchen. There is also a Covid first Aid kit which is kept behind the desk in the front foyer. The content of the kit is displayed as a poster on the wall behind the desk. Out of office hours, there is no telephone (land line) available to contact emergency help so the HIRER should make their own arrangements to seek help should it be needed. **The exact address of the hall is: Goodwill Hall, Wrexham Road, Brindley, Nantwich, CW5 8HY.**

11. Clearing up: The Hall floors must be swept and left clean after use. Any spillages should be mopped up. Tables and work surfaces must be wiped clean with anti bacterial spray or anti bac wipes, these will be provided by the hall and will be in the front foyer and in each bathroom. A mop and bucket, brush and dustpan etc are stored in a store room off the kitchen (back kitchen door). Please remember to check the outside areas too.

12. Rubbish: Please take away all of your rubbish. There are no bins on site that can be used by the hirer.

13. Locking up: On departure please check; for any damage that may have occurred. Damage must be reported when returning keys. Please ensure that windows are closed securely, toilets/urinals are clean, flushed and all taps turned off and the water boiler in the kitchen turned off at wall. All internal and external lights turned off, apart from lights on a timer. Emergency exits and internal doors closed and locked where necessary. All external doors are locked and the key to the front door placed back in the key safe if we have asked you to do so. If we have not asked you to do this, you may leave the front door unlocked.