



BOOKING INFORMATION

1 ACCESS

1.1 Location: Our full address is Stretford Public Hall, Chester Rd, Stretford, Manchester M32 0LG

1.2 Hours:

- The Hall's public operating hours are 8am – 10pm Sunday to Thursday, and 8am – 11pm on Friday and Saturday.
- The Hall is staffed between 8am – 6pm, Monday to Friday. One-off room bookings and hires outside of these staffed hours are dependent on staff availability.
- Regular bookings for activities are possible seven days a week, between 8am and 10pm Sunday to Thursday, and 8am to 11pm Friday and Saturday.

1.3 Car parking is available in our private car park. The car park may be used free of charge by visitors and tenants of the Hall.

To access the car park, turn left from Chester Road onto Dorset Street and take a right turn into the car park. Note that Dorset Street is a one-street, so you must exit the car park by turning right.

2 PRICING

2.1 We operate a two-tiered pricing rate, with a concessionary rate offered to registered charities, community groups, and other charitable organisations (eg Community Interest Companies). If you are organising a charitable fund-raising event, we may also be able to offer a reduced hire rate.

- *Standard rate* – private bookings and businesses (100%)
- *Community groups & charities* – registered charities, local community groups, Community Interest Companies (CICs) and other activities with a demonstrable charitable purpose (50%)

If you wish to hire a room for fund-raising or on behalf of a charity, you will need to provide proof from the charity or organisation which you are raising money for. Discounted rates may be available for sole traders, depending on the purpose of the room hire.

2.2 For up-to-date prices please see our **Hire Charges 2019** document.

3 PAYMENT & CANCELLATION

3.1 Once a provisional booking has been made, you will be issued with a Hire Agreement and invoice. If the total hire cost of a booking is less than £100, full payment is required in advance. In the event of you having to cancel or postpone your event more than a week in advance, a refund of 75% will be given.

3.2 If the total hire cost of a booking is more than £100, a 50% deposit is required at the time of booking. This deposit is non-refundable. The remaining balance must be paid at least a week before the event.

3.3 For regular bookings (ie those which recur on a weekly basis, for six weeks or more), payment is required on a monthly basis. You will be invoiced at the end of each month for the following month.

3.4 If you need to cancel a regular booking, 14 days' notice is required. You will not be entitled to a refund but you can reschedule the booking for a future date. You can reschedule up to five regular bookings per year.

- 3.5 We reserve the right to review hire charges on a regular basis and to vary prices as necessary. Regular hirers will be informed of any price changes at least one month before any changes come in to effect.
- 3.6 Please note that room bookings must be confirmed and invoices paid at least one week in advance of the booking date. We are unable to process short notice bookings.

4 REGULAR BOOKINGS

- 4.1 Regular bookings are those where someone hires a room on a regular basis (eg once a week) for a minimum of six weeks in a row. In these instances, the Hirer will be asked to sign a key holder agreement and will be given an access fob so they can open and close the building. It is crucial to the safety and security of the Hall that the Terms and Conditions of the **Key Holder Agreement** are met. We reserve the right to cancel planned activities and further bookings if we believe the conditions of the agreement have not been met.
- 4.2 Regular weekly bookings are limited to eight hours of booking time per week, four of which may be in the evening. This is to ensure that as many local groups as possible can access our rooms. We reserve the right to occasionally cancel regular bookings, though we will always seek to find an alternative space in the Hall before cancelling.

5 TERMS & CONDITIONS

- 5.1 **Stretford Public Hall is a Grade II-listed historic building.** No alterations may be done to the building, and any decorations or fixtures or fittings must be agreed with Hall staff in advance.
- 5.2 **You will be responsible for any damages** caused to Stretford Public Hall during your event by any of your guests, contractors or suppliers. In these instances, you will be required to pay the full amount required to make good or remedy such damage.
- 5.3 If you are hiring a room for a public event or any activities involving members of the public, you will need to prepare a **risk assessment** and, depending on the nature of the event, you may also be required to hold **Public Liability Insurance (PLI)**. These will be required at least 14 days before the event.
- 5.4 **Anyone working alone with children must have a valid DBS certificate.** A copy of this will be requested prior to confirmation of booking.
- 5.5 **You are responsible for ensuring the health and safety of your guests** or attendees at your event. On confirmation of your booking, you will be given a copy of our Emergency Procedures information sheet. This sets out important information about what to do in an emergency.
- 5.6 **We do not have a license to sell alcohol.** Alcohol may be given away free but it may not be given away with a donation. Any event involving the sale of alcohol must have a Temporary Events Notice (TEN) and be pre-agreed by FOSPH. Anyone selling alcohol under a TEN is expected to meet all of the conditions set out in the TEN.
- 5.7 **Amplified music can only be played between 10am and 9pm,** to a pre-agreed level. All windows must remain closed while music is playing. Amplified music can be played until 11pm on a Friday or Saturday but a Temporary Event Notice may be required. Please contact us if you are planning an event or a party with live music or DJs.
- 5.8 **Smoking is not permitted anywhere in the building.** This includes e-cigarettes and vapes.
- 5.9 **Food cannot be cooked on the premises without prior permission.** External caterers will be expected to hold appropriate food hygiene certificates, public liability insurance, and to be registered as a food business.
- 5.10 Stretford Public Hall is not yet open to the public, so we do not operate a reception. **You will need to provide your own 'front of house' system,** to ensure only your guests or event attendees are able to access the building.