



## APPLICATION FORM FOR THE HIRE OF SMBC FACILITIES

*Prices are reviewed annually; any price changes will take effect from 1<sup>st</sup> April.*

**Which building and/or room(s) do you wish to hire? (circle/mark as applicable)**

|  |   |
|--|---|
| <p><b>Brabyns Recreation Centre</b></p> <p><b>Crescent Road</b></p> <p><b>Kimberley Street Centre</b></p> <p><b>Marple Senior Citizens Club</b></p> <p><b>Gatley Hill House:</b><br/> <b>Pink Room</b> (1<sup>ST</sup> Floor)<br/> <b>Grey Room</b> (1<sup>st</sup> Floor)<br/> <b>Gold Room</b> (Ground Floor)<br/> <b>Blue Room</b> (Ground Floor)<br/> <b>Red Room</b> (Ground Floor)<br/> <b>Green Room</b> (Ground Floor)</p> | <p><b>New Birstow Club</b></p> <p><b>Torkington Centre</b></p> <p><b>Underhill Centre</b></p> <p><b>Adswold Young People's Centre</b></p> <p><b>Reddish Vale Young People's Centre</b></p> <p><b>Werneth Young People's Centre</b></p> <p><b>Woodbank Young People's Centre</b></p> |
|--|---|

|   |               |                    |                    |
|---|---------------|--------------------|--------------------|
| <p>Date(s) of meeting(s)/ Event (s) :<br/> <i>Remember to exclude any breaks, dates when your group/meeting will not be taking place such as bank holidays and school holidays</i></p>  |               |                    |                    |
| <p>Your booking is only confirmed once you have received written confirmation from the booking office. It is the hirers responsibility to ensure renewal of bookings</p>  |               |                    |                    |
| <p>Title of meeting/event:</p>  |               |                    |                    |
| <p><b>SMBC enforce that Public Liability Insurance must be obtained by all physical activity groups prior to the booking(s) taking place and you must comply with the following terms and conditions:</b></p> <ul style="list-style-type: none"> <li>- The policy I hold provides cover for the periods when I am hiring the venue</li> <li>- If my policy is due for renewal before or during the hire period, this will be completed.</li> <li>- My insurers are aware of the activities I am undertaking and my policy covers these</li> </ul> |               |                    |                    |
| <p>Does your group have Public Liability Insurance which complies with the above terms? YES / NO</p>  |               |                    |                    |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">Start time*:</td> <td style="width: 33%; padding: 2px;">Finish time*:</td> <td style="width: 33%; padding: 2px;">Numbers attending:</td> </tr> </table>   | Start time*:  | Finish time*:      | Numbers attending: |
| Start time*:  | Finish time*: | Numbers attending: |                    |
| <p><b>*Note; include any time you will need for setting up or dismantling. Please be aware that you are not insured if you are still using the room after your allocated time slot.</b></p>   |               |                    |                    |

|  |         |
|--|---------|
| Name of person making booking:<br>Organisation/Group name:<br>Address:             |         |
| Contact telephone numbers:   | E-mail: |
| Name and address for invoice if different from above ( <b>external bookings</b> ): |         |
| Cost Centre Code ( <b>internal bookings</b> ):                                     |         |
| GL Code ( <b>internal bookings</b> ):  |         |

### Opening Hours

Centres can be hired from 09.00 until 22.30 Monday to Friday, and from 09.00 until 16.30 Saturday and Sunday. Saturday and Sunday bookings are not permitted for one off bookings.

For one off and new bookings a Caretaker is available to open and close the building Monday to Friday daytime only. Established and regular hirers can enter into a Key Holders Agreement for the centre with Venue Management.

### Catering

When hiring a Community Building you are permitted to bring onto site food prepared at other locations, and/or items to make refreshments on site, where facilities are available. Where applicable the use of a small kitchen area is provided. This area should be left clean and tidy after use. A food Safety Management System is required in order to prepare and cook food on site at a Centre. Refer to the Venue Management team for more information. Failure to comply with Catering requirements could result in discontinuance of use.

### Payment Policy all Community Centres managed by the Venue Management team

- *Bookings overlapping financial years are subject to increased prices where applicable.*

All usage charges are billed in arrears.

- Regular and established weekly/fortnightly/monthly usage – Invoices will be raised on a monthly basis.
- One off bookings where applicable – Payment in advance via telephone is essential, 0161 474 3075.

Invoices should be settled promptly. Defaulting on payment of the hire fee of regular users could result in the discontinuance of further use of the facility until the arrears have been paid.

### Rent Grant contributions

An annual application process is in place for applying for assistance towards the payment of room hire/rent. To obtain more information see

<http://www.stockport.gov.uk/services/advicebenefitsgrants/grantsforcommunitygroupsandvoluntaryorganisations/communityrentgrants>

### Cancellation Policy

A cancellation must be made in writing. A cancellation is effective once written confirmation is received by Venue Management. If a booking is cancelled a charge is made as follows:

- Over fourteen days prior to the booking taking place – **No charge**
- Less than fourteen days prior to the booking – **50% of charge**
- 7 Days or less – **full charge**

# I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE CONDITIONS OF USE AND HIRE APPLICATION AND AGREE TO ABIDE BY THEM IF THE BOOKING IS ACCEPTED

|             |
|-------------|
| Signature:  |
| Print name: |
| Date:       |

## Terms and Conditions of Use

### 1. Payment Policy

- Bookings overlapping financial years are subject to increased prices where applicable.
- All usage charges are billed in arrears.
- Regular and established weekly/fortnightly/monthly usage – Invoices will be raised on a monthly basis.
- One off bookings where applicable – Payment in advance via telephone is essential, 0161 474 3075.
- Invoices should be settled promptly. Defaulting on payment of the hire fee of regular users could result in the discontinuance of further use of the facility until the arrears have been paid.

### 2. Cancellation Policy

A cancellation must be made in writing/email. A cancellation is effective once written confirmation is received by Venue Management. If a booking is cancelled a charge is made as follows:

- Over fourteen days prior to the booking taking place – **No charge**
- Less than fourteen days prior to the booking – **50% of charge**
- 7 Days or less – **full charge**

3. When hiring a Centre you are permitted to bring onto site food prepared at other locations, and/or items to make refreshments on site, where facilities are available. Where applicable the use of a small kitchen area is provided. This area should be left clean and tidy after use. A food Safety Management System is required in order to prepare and cook food on site at a Centre. Refer to the Venue Management team for more information. Failure to comply with Catering requirements could result in discontinuance of use.
4. The Hirer must leave the Centre as it was found and all equipment and furniture must be put away and rubbish cleared. Failure to do this may result in cancellation of future sessions.
5. The Council accepts no liability for damage or loss of the possessions of the Hirer or any persons attending the Centre. We do not allow bicycles to be brought into any of our buildings; these must be secured outside at owner's own risk.
6. Where the hired area is only part of the Council premises, access is strictly restricted to those rooms. Use of Council computers is not permitted. Use of Council telephones is not permitted unless in an emergency.
7. The Council enforces that all bookings involving physical activity such as; exercise classes, table tennis, football etc must have their own Public Liability Insurance in place. The policy the Hirer holds must provide cover for the periods when they are hiring the venue and their insurers must be aware of the activities they are undertaking and their policy must cover these. If the hirer's policy is due for renewal before or during the hire period, this must be completed.
8. The Hirer shall not allow any animal to enter or remain in the Hired Premises unless permission has been given by the Council (assistance dogs exempt).

9. The Council may cancel any agreement if the Hired Premises are required for any purpose in connection with Parliamentary or Local Government Elections or a Referendum and in such event the Council shall not incur any liability to the Hirer whatsoever other than for the return of any fee paid in respect of such cancelled engagements.
10. The Council reserves the right to change, vary or amend any of the terms and conditions of this agreement on giving not less than twenty eight days notice and allowing the hirer the option to terminate the agreement with a full refund on the room hire.
11. Organisers/hirers must undertake a risk assessment of the venue upon arrival ensuring that access and egress thereto is suitable for the proposed use, and the venue is safe for persons using the premises and the type of activity.
12. The Council's Security Service can be reached on 0161 474 5555. Please use this number if you require urgent assistance or to report a security incident outside of office hours.
13. Venue Management reserves the right to suspend future bookings pending a review of a group/individuals conduct within the centre and towards SMBC staff.
14. Naked flame in the form of candles etc is not permitted in any building/Centre.
15. Alcohol can be consumed in a responsible manner, if you are selling alcohol you must have the relevant approval from SMBC Licensing.
16. The hirer is responsible for the Health and Safety of all persons using the hired premises. Each Community Building or Young People's Centre has a Fire Evacuation procedure clearly displayed. It is the responsibility of the organiser of a meeting/event to discuss evacuation procedures with your attendees/group. Regular users of a Centre are required to carry out and record test fire evacuations. Weekly/fortnightly users – 2 evacuations per year. Monthly users – 1 per year.
17. A Health and Safety file is accessible at each Centre for all users.
18. If damage to furniture and fixtures/fittings occurs during your booking ensure relevant details are added to the Correspondence Book and the items secured away from risk to users. SMBC reserve the right to recoup reasonable costs for damage.
19. Large amounts of waste must be bagged and taken off site by the hirer. Facilities are to be left clean and accessible for the next user. Major incidents relating to cleanliness and cleaning are to be reported within the Correspondence Book.
20. All items left at the Community Building or Young People's Centre are done so at the owners own risk.
21. The Council operates a complete No Smoking policy within all buildings and guests/visitors/members of the public are not permitted to smoke in any area, other than outside. In addition e-cigarettes (electronic cigarettes) are not permitted to be used within buildings.

**If you wish to check availability or require clarification of charges applicable to your booking, please contact 0161 474 3075. Please send your completed application form to: Estate & Asset Management, Stockport Town Hall room 103, Edward Street, Stockport SK1 3XE or email to [communitybuildings@stockport.gov.uk](mailto:communitybuildings@stockport.gov.uk)**

## Community Resources Team Fees and Charges

One payment rate applies to all groups.

Rooms/centres occupied beyond the booking period will be charged accordingly.

All bookings should take into consideration setting up time.

All Cancellations must be made in accordance with the Cancellation policy.

| <b>Community Centre</b>          | <b>Hourly rate<br/>Monday – Sunday</b> |
|----------------------------------|--|
| <b>Crescent Road</b>             | <b>£6.50</b>                           |
| <b>Kimberley Street</b>          | <b>£6.50</b>                           |
| <b>New Bairstow</b>              | <b>£10.00</b>                          |
| <b>Torkington</b>                | <b>£10.00</b>                          |
| <b>Marple</b>                    | <b>£10.00</b>                          |
| <b>Underhill</b>                 | <b>£10.00</b>                          |
| <b>Brabyns Recreation Centre</b> | <b>£10.00</b>                          |
| <b>Gatley Hill House</b>         | <b>£6.50</b>                           |
| <b>Young People's Centres</b>    | <b>£6.50</b>                           |

### CONFIRMATION SECTION TO BE COMPLETED BY COUNCIL STAFF

|   |  |
|---|--|
| <b><i>Initials of SMBC staff member actioning the form;</i></b>                               |  |
| <b><i>Date received;</i></b>  |  |
| <b><i>Date Hire Application form processed and confirmation of hire sent to customer.</i></b> |  |

Estate & Asset Management  
Stockport Town Hall room 103  
Edward Street  
Stockport  
SK1 3XE  
0161 474 3075  
[Communitybuildings@stockport.gov.uk](mailto:Communitybuildings@stockport.gov.uk)