

PACKMOOR COMMUNITY HALL BOOKING FORM



**PACKMOOR
COMMUNITY
HALL**

Lorraine Street, Packmoor, Stoke-on-Trent, ST7 4QG

Telephone - 01782 783883 Email – packmoor.community.hall@outlook.com (Bookings)

packmoor.community.hall@gmail.com (Alternate email)

Application for hire of Packmoor Community Hall

Please complete and return to the address above

Name: _____ **Date** _____

Address: _____

Post Code _____

Contact Details:

Tel: _____ **Email:** _____

Event Information

Nature of event: _____ **Date:** _____ **Start Time** _____ **End Time** _____

Number of attendees _____ **Hall only** ☐ **Bar** ☐ **Kitchen** ☐ **(Please TICK which required)**

****We agree to the attached Terms & Conditions of hire. SEE ATTACHMENT***

***Applicants signature:** _____ **Date:** _____

A deposit is required for function within 7Days of confirmation of booking - refundable)

Hire Charge to be paid 6 weeks prior to date of function

Cancellation: The FULL DEPOSIT is retained by the Community Hall in the event of the cancellation of booking within one month of date of the booked.

Admin only payment received by: *Signature*

Date:

Deposit rec: £ _____ **Hire Charge rec: £** _____ **Deposit returned: £** _____

Dated: _____

Deposit returned signed:

Returned to signed:

Please Note:

Maximum number of people allowed in Hall 190 (Fire Regulation/Terrorism (Protection of Premises) Act 2025)

Patrons are not allowed to bring their own bar drinks into the Community Hall.

NO SMOKING ALLOWED

Bar closes at 11pm, or 30minutes before end of hire.

Additional times require an extension license will attract additional costs.

All cars must be removed from car park, as the gates will be locked.

DEDUCTIONS FROM THE DEPOSIT WILL BE MADE FOR BREAKAGES, DAMAGE, THEFT, UNDUE CLEANING COSTS, & REMOVAL OF RUBBISH (*THE HALL MUST BE LEFT HOW YOU FIND IT*)

Monday to Thursday £20 per hr

Friday day time - £20 per hr, Friday night - £25. All day Friday - £200 per day . (A deposit of £100 is required)

Saturday day time (up to 6 pm) £25 per hr (A Deposit of £25)

Saturday all day £200 per day (A deposit of £100 is required)

Saturday night (after 7pm) - £175

Sunday (10am to 10pm) £30 per hr (When available)

reviewed 8th December 2025

Terms and Conditions of Hire

DEFINITIONS & INTERPRETATION

1.1 In this agreement the following words and phrases shall, unless the context otherwise requires, have the following meanings:-

‘Applicable Laws’ means all relevant laws and regulations relating to the Venue and its use

‘Force Majeure Event’ is any event beyond the control of the parties including but not limited to fire, tempest, explosion of any kind, failure or neglect on the part of any utility supplying electricity, gas or water, labor strife, civil commotion, Governmental Acts, war (or threat thereof) act or threatened act of terrorism

‘Regulations’ means the rules and regulations imposed by the Trustees for the use of the Venue

‘Venue’ means Packmoor Community Hall situate at Lorraine Street Stoke-n-Trent ST7 4QG

1.2 The headings are inserted for convenience only and shall not affect the construction or interpretation of this agreement

1.3 Where the context requires the singular includes the plural and vice versa and any gender includes the other gender

USE & DURATION

2.1 In consideration of the Hirer paying the Association the Total Fee the Association grants the Hirer exclusive use of the Venue for the Event during the Event Times on the Date of Event

2.2 The Hirer shall have the benefit of the rights in clause 6 but these shall be subject to the rights reserved by the Association at clause 7

PAYMENT

3.1 The Hirer agrees to pay the Association £200 for the hire of the room. A refundable deposit of £100. NOTE: for deductions from the deposit will be made for breakages, damage, theft & undue cleaning costs) to secure the booking of the Venue, otherwise the Date of Event will continue to be available to other enquirers.

3.2 The Hirer agrees to pay the Total Fee of £200 in full and final settlement to the Association at least 4 weeks before the Date of Event. However, if the Date of Event is to take place within 4 weeks the Total Fee shall be due and payable in full at the time of booking.

THE ASSOCIATION OBLIGATIONS

The Association undertakes with the Hirer:

4.1 to give access to the Venue to the Hirer and its Guests during the Access Times on the Date of Event free from obstruction and in good condition

4.2 to provide the electricity supply for the Venue

4.3 to comply with all applicable health and safety laws and any other orders regulations or codes of practice relating to health and safety which may apply

HIRER'S OBLIGATIONS

The Hirer undertakes with the Association:

5.1 to only use the Venue for the purposes of the Event on the Date of Event during the Event Times

5.2 Not to use the Venue or any part of it for any activities which are dangerous, offensive, noxious, illegal or immoral or which are or may become a nuisance to the Association or the owner or occupier of any neighbouring property

5.3 not to do anything which might invalidate any insurance maintained by the Association in respect of the Venue or which might increase the insurance premium payable for the Venue

5.4 to observe all Applicable Laws, licenses and Regulations relating to the use of the Venue

5.5 to comply with all Health and Safety requirements and be responsible for the safety & security of any Guests

5.6 to ensure all Guests comply with the Regulations of the Venue

5.6 to ensure no alcohol or soft drinks are consumed on the Venue's Premises, other than those purchased at the Venue's Bar, unless prior written permission is given by the trustees

5.7 To take responsibility for the actions of their Guests. It is the Hirer's responsibility to ensure only invited Guests enter the Venue

5.8 To ensure the maximum number of people at the Venue at one time does not exceed [190], in order to adhere to the Fire Regulations/Terrorism (Protection of Premises) Act 2025. Under no circumstances is this number to be breached.

5.9. To ensure that a reputable caterer (if applicable) is used and that hygiene and food safety regulations are adhered to. Guidelines for safe practices when catering for a function are available upon request, however this is the Hirer's responsibility

5.10 To ensure that all equipment using the mains electricity at the Venue has the relevant PAT certification. This includes DJ and Caterer's equipment. The certificates must be available for inspection throughout the Event. Anybody who plugs equipment into the mains does so at their own risk

5.11 to ensure all music is switched off thirty minutes before the end of the Event. A 'cut off' switch is in operation to prevent noise nuisance and the Trustees accepts no liability for equipment damaged through the activation of the cut off switch

5.12 to ask that both DJs and Guests be mindful that the Venue is situated in a residential area and not to create any noise nuisance, particularly late at night

5.13 to ensure the Venue is left tidy at the end of the Hire Period. All food and plates must be cleared from tables and excessive floor debris must be cleaned. If the Venue has been decorated, then decorations must be removed. The Hirer will be held liable for any costs incurred if excessive mess has to be cleared by contract cleaners, or the Venue has to remain open beyond the agreed Hire Period

5.14 To ensure, if used, the food preparation area (kitchen) is cleaned and sanitized ready for the next user

5.15 to pay to the Association the cost of making good any damage to the Venue including any costs incurred to repair premises, fixtures and/or fittings that has been caused by the negligence of the Hirer or any of its Guests, DJ or Caterers and the Hirer shall indemnify the Association so that the Association is not responsible for the cost of such damage

5.16 to ensure that the Event takes place during the Event Times on the Date of Event and that all Guests, DJ and Caterers at the Event have left the Venue by the expiry of the Access Times

BENEFIT OF RIGHTS TO THE HIRER

6.1 The right to place decorations within the Venue but so that no such decorations shall be affixed to any walls or structural parts of the Venue so as to cause any damage or adversely affect the decorative condition of the Venue

6.2 The right to take photographs of and in the Venue

6.3 The right of access to, egress from and access within the Venue for the Hirer, his Guests, DJ and Caterers (as applicable)

RIGHTS RESERVED TO THE ASSOCIATION

7.1 The right for the Association or its staff (including the Security Staff) to:

- 7.1.1 prevent access to or to remove from the Venue any person or persons acting in a way which, in the reasonable opinion of the staff, may cause a breach of the peace or may be considered to be harmful, undesirable or offensive; and
- 7.1.2 prevent access to or remove from the Venue any person or persons who in the opinion of the staff either unreasonably refuses to permit himself and his possessions to be searched on entering the Venue, if required, or poses a security risk or who infringes the Regulations
- 7.2 The right for the Association staff (including Security Staff) to suspend or control in such manner and to such extent as may be considered necessary, any such situation, action or event which may constitute a danger to public safety
- 7.3 The right for the Association, its agents, employees and contractors who produce an official pass, to access the Venue at any time during the Hire Period

FORCE MAJEURE

- 8.1 In the event of a Force Majeure Event either party shall be entitled to suspend or cancel this agreement by notice in writing to the other party
- 8.2 In the event of suspension or cancellation due to a Force Majeure Event, the Association shall repay to the Hirer a proportion of the Total Fee that is affected by such suspension or cancellation

ASSIGNMENT

- 9.1 This agreement is between the Hirer and the Association and the Hirer shall not be entitled to assign, sub-let or sub-licence, dispose or deal with the whole of its rights and obligations under this agreement to any other person

CANCELLATION & TERMINATION

- 11.1 Should the Association cancel the Event at any time and the Total Fee has already been paid, the Association shall repay the Total Fee, including any deposit paid. The Association accepts no liability for payments made to third parties (e.g. entertainment, caterers, balloons

etc.) with regards to the Event when cancelling. If the Total Fee has not yet been paid the Hirer shall be under no obligation to pay the Association the Total Fee and shall be refunded any deposit paid

- 11.2 Should the Hirer cancel the Event at any time the Hirer shall lose any deposit paid. If the Hirer cancels within 4 weeks of the Date of Event the Hirer shall lose the Total Fee paid. The Association shall not be required to refund the Hirer any payments made prior to cancellation by the Hirer
- 11.3 Either party shall be entitled to terminate this agreement on notice in the event that the other party fails to perform or breaches any part of this agreement. The cancellation provisions at clauses 11.1 and 11.2 relating to payment of monies shall apply.

DISPUTES

- 12 The parties shall liaise in good faith in respect of any dispute that arises in relation to this agreement. If agreement to resolve the dispute cannot be reached then the parties may terminate this agreement on such date as the parties shall agree

SEVERANCE

- 13 If any provision of this agreement is held invalid illegal or unenforceable for any reason by any court of competent jurisdiction such provision shall be severed and the remainder of the provisions of this agreement shall continue in full force and effect as if this agreement had been executed with the invalid illegal or unenforceable provision eliminated

COMMUNICATIONS

- 14 All communications between the parties must be in writing and sent by email, fax or first class pre-paid post

THIRD PARTIES

- 15. Nothing in this agreement shall give any right to any person who is not a party to it and the Contracts (Rights of Third Parties) Act 1999 shall not apply

LAW

- 16 These terms and conditions shall be governed by and interpreted in accordance with English law and the parties submit to the exclusive jurisdiction of the courts of England