

**Stretford Public Hall**

# **BOOKING INFORMATION**

Thank you for considering to hire Stretford Public Hall. This document includes useful information to help you in planning your event with us.

## **Where to find us**

Our main entrance can be found on Chester Rd, Stretford, Manchester M32 0LG. In any instance that these doors are closed then please head to our side entrance on Dorset Street and press for "Main Entrance".

## **Parking and transport**

There is a car park situated on Dorset Street which is free to use for guests of Stretford Public Hall. However, we do encourage people to make the most of the excellent transport links on our doorstep.

There is a bus stop outside the Hall on Chester Road which is serviced by several local bus routes (routes 79, 253, 255, 256, 263, 272 and 277). The Hall is also a short distance from Stretford tram stop.

Visit the Transport for Greater Manchester website for maps and timetables for both buses and trams.

## **Catering**

We aren't able to cook food at the hall but you are welcome to self-cater or get in an outside caterer if you prefer. Please refer to our Vendor Ts and Cs for more information on this.

We also have a selection of fantastic preferred local suppliers that we can recommend to cater for your party.

If you would like lighter refreshments like teas, coffee, biscuits, or pastries then we have you covered there. Just ask us about our different refreshment options.

## **Bar**

If you would like alcohol at your celebration then you would be able to add a fully staffed bar to your party at no extra upfront cost. Instead, we would agree on a minimum bar spend to be reached on the night. If this wasn't reached then the difference would be paid at the end of the event. If you choose to treat your guests to some bottles of wine during dinner then corkage is also available.

## **Entertainment**

We have staging, PA, and projector available to add to your party to facilitate all manner of entertainment that you might have planned. We do operate within a sound management plan so if you are planning on having amplified music or a band please let us know. We are also able to recommend a variety of DJs, bands, and entertainment to liven up your event.

## Payment and Cancellation

Once a provisional date has been agreed, it will be held for 2 weeks.

For bookings with a total hire that is less than £1000, a non-refundable deposit of 50% deposit to confirm the date.

For bookings with a total hire cost that is more than £1000, a £500 deposit is required to confirm. Part-payment for your booking will be due 3 months before the event date. This will be the equivalent of 50% of your booking fee (including the deposit payment).

Final payments for all events are due 2 weeks before your booking date.

The hirer may choose to cancel the event at any point, but all deposits payable until that point will be forfeited.

If your booking was to overrun your agreed times by 15 minutes or more, then a late exit charge would be billed.

Please note that room bookings must be confirmed and paid for in full at least two weeks in advance of the booking date. We are unable to process short notice bookings.

## Terms and Conditions

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. The use of blu-tac, tape or any other adhesive is not permitted on any surface.

Helium balloons are not permitted in the building. Any confetti must be biodegradable

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.

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.

Anyone working alone with children must have a valid DBS certificate. A copy of this will be requested prior to confirmation of booking.

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.

Stretford Public Hall has a license to sell alcohol. Friends of Stretford Public Hall will be the only vendor permitted to sell alcohol on site unless written consent is obtained from management. A fee to open a bar for your event may apply. We do not allow parties to bring their own alcohol but arrangements for corkage packages can be made.

Amplified music can only be played between 10am and 10pm on Sunday - Thursday or until 11pm on a Friday or Saturday if a late close of the building is agreed.

Please let us know if you are planning an event or a party with live music or DJs. All music must to a pre-agreed level in line with our noise management plan. All windows must remain closed while music is playing.

All bands will need to come in prior to the event to sound check and bands with drums will be limited to a 9pm curfew.

Smoking is not permitted anywhere in the building. This includes e-cigarettes and vapes.

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.