

GNOSALL PARISH COUNCIL

(Including the Wards of Moreton and Knightley)

Chief Officer to the Council:

Ms Jennifer Marshall
The Grosvenor Centre, High Street, Gnosall,
Stafford, ST20 0EX.

Booking Secretary: Michelle Farmer (CSO)
Caretaker: Mrs M Hill 01785 823482



Telephone: 01785 822 685

Email: clerk@gnosallparishcouncil.org.uk
cso@gnosallparishcouncil.org.uk

Website: www.gnosallparishcouncil.org.uk

Conditions of Hire 2026

Gnosall Parish Council wants all hirers and users of The Grosvenor Centre to have a safe and enjoyable event. There are things that we must do to achieve this and we ask you to work with us to ensure that everything is as it should be. Please read this document carefully and let us know if you have any concerns about your activity.

Hirers must:

- Identify and assess risks involved in their activity and minimise these risks appropriately.
- Conduct a visual check of the premises, familiarise themselves with escape routes and safety equipment, make all attendees aware of these and keep fire exits clear at all times.
- Ensure that children are adequately supervised, especially in the kitchens, and that they do not put themselves or others at risk.
- Take note of the Council's Safeguarding Policy (which can be seen on our website gnosallparishcouncil.gov.uk) and ensure that they conduct their activity in accordance with it. The Chief Officer is the Safeguarding lead for the Parish Council.
- Ensure that any portable electrical appliances brought in are PAT tested and check that electrical equipment is in good order before using.
- Use the nearest available socket to plug in equipment, so as to reduce the use of extension cables and use cable covers or tape on any leads which might cause a trip hazard.
- Comply with Fire Regulations and Premises Licence conditions by respecting the 150 attendees limit.
- Ensure that they comply with the Licensing Requirements (**page 3 of this document**)
- Leave the premises clean and tidy, putting away all furniture safely as per instructions in the Chair Store and using chair trolleys and folding tables carefully to avoid injury.
- If booking the Large Kitchen, pay a Security Deposit to cover breakage of equipment and inadequate cleaning.
- Ensure that they have a mobile phone to contact emergency services if necessary.
- Ensure that flammable substances such as petrol are not brought into the Centre.
- Report to the Parish Office any defects in furniture, equipment or electrics as soon as possible.
- Ensure that an Accident Form is completed by the person giving treatment if any accident occurs and returning the form to the Parish Office **on the next working day.**

Regular users also need to:

- Monitor, review and (if necessary) improve Health & Safety for their activity
- Ensure that they are adequately trained/experienced to conduct their activity safely and effectively
- Ensure that appropriate Public Liability Insurance is in place at all times.
- Take heed of the Grosvenor Centre Fire Action Plan, which is displayed.

In the event of an emergency during any event, the hirer is responsible for:

- Ensuring the orderly evacuation of all persons.
- Identifying the whereabouts of all persons for whom the hirer is responsible.
- Contacting the emergency services, directing them to the incident and making them aware of any missing persons.

Further Conditions of Hire

PLEASE FAMILIARISE YOURSELF WITH THESE CONDITIONS AS YOU WILL BE LIABLE FOR ANY OFFENCES COMMITTED

Opening Hours:

- 1 The Grosvenor Centre Committee reserves the right to restrict access to the premises and to require a Security Deposit, in advance. This will be returned if and when the committee is satisfied as to the condition of the premises and equipment.
- 2 The Grosvenor Centre is available from 08:00 hours until midnight, seven days a week. On New Year's Eve and other special occasions agreed with the Parish Office, it may be available until 01:00 hours.
- 3 The Caretaker shall open and close the centre at the times stated on the booking form. The hirer must not exceed these times and **MUST** allow sufficient time to clear up before the end of the period of hire. We recommend 30 minutes to put furniture away, clean up and permit locking up on time. Should the hirer exceed the closing time, any security deposit may be retained by the Parish Council.
- 4 By prior arrangement, hirers may clear up the following morning and/or set up catering facilities before an event at a mutually convenient time. A charge may be made for this extra time, at the normal rate.
- 5 Hirers must not leave the Grosvenor Centre unattended/unlocked at any time during the period of hire.
- 6 Hirers are reminded that the Grosvenor Centre is situated in the centre of a residential area and complaints about noise to the Licensing Authority may result in future use of the Centre being curtailed. **Please be considerate of our neighbours.**
- 7 Disabled parking is available at the front of the building. All other vehicles should be parked at the rear of the building. All vehicles are parked at their owners' risk.

Fees:

- 8 A Non-Returnable Deposit of 50% is payable upon booking. The balance must be paid within one month of the event. Payment in full is required for a booking made within a month of the date of the event. We are unable to accept **card payments**, but **BACS payments** are welcomed.
- 9 Where applicable, the Security Deposit must also be paid upon booking.
- 10 Should a hirer decide to cancel their event, the Council Support Officer should be informed at the earliest opportunity. Please note that Booking Fees previously paid may be non-refundable if sufficient notice is not given.

Kitchen:

- 10 The charge for hire of the kitchen includes all kitchen equipment, cutlery and crockery. **Hirers are asked to provide their own tea towels.**
- 11 Hirers wishing to use commercial catering companies must inform the Council Support Officer and provide a copy of the caterer's Public Liability Insurance policy before the event. Catering services will not be admitted to the building without this. **Hog Roasts are not permitted inside the building.**
- 12 Hirers must leave the kitchens clean and tidy, with all equipment, crockery and cutlery to be washed, dried and put away in the designated areas. All surfaces are to be wiped clean, the cooker must be cleaned, and bins are to be emptied in the waste disposal facilities at the rear of the building.

Bar:

- 13 A Licensed Pay Bar **can only be provided to hirers by the Designated Premises Supervisor (DPS)**. Hirers are not permitted to provide their own Pay Bar as this would contravene the Licence held by The Grosvenor Centre.
- 14 Where a Licensed Pay Bar is provided by the DPS, attendees are **NOT** permitted to bring their own alcohol, as this would contravene Licensing laws, nor to consume alcohol which has not been purchased from the bar (including alcohol won in a raffle, brought from home etc.)
- 15 Any hirer who does not wish to have a Licensed Bar may bring their own alcohol **BUT** by law:
- Such alcohol cannot be charged for. It must be given away free of charge.
 - The cost of such alcohol cannot be included in the ticket price.
 - It may only be given to persons over the age of 18.
 - It should not be given to anyone who appears to be drunk.
 - It should not be given to anyone whose intention is to supply it to either a person under 18 or a person who appears to be drunk.
 - If the hirer is running a Tasting Event, no payment may be taken for alcohol at the event.
- 16 It is the responsibility of the hirer to comply with all instructions and guidance given by the Designated Premises Supervisor (DPS).

Decoration & Equipment

- 17 We do not permit the use of any type of adhesive on any internal walls, ceilings or woodwork, because they damage paintwork. Hooks are in place to assist in hanging banners and bunting etc against walls, but not across the span of the hall. Hirers displaying banners, etc. do so at their own risk.
- 18 The use of Bouncy Castles or any other inflatables, is not permitted within the Grosvenor Centre but may be used on the field behind the Centre with a generator. If such equipment is used outside, it is the responsibility of the hirer to have Public Liability Insurance for it. A copy of the Public Liability Insurance Policy must be deposited with the Council Support officer before the event can take place.
- 19 Disco 'smoke' generators are not permitted.
- 20 Naked flames (e.g.: candles) are not permitted anywhere on the premises.
- 21 Any breakages, damage to or loss of equipment, furniture, fixtures or fittings or any spills must be reported to the Council Support Officer, or Caretaker, and may be charged for. Gnosall Parish Council will not accept responsibility for loss, or damage, to any property brought into the Grosvenor Centre by hirers and users of the Centre, whether during the period of hire, or at any other time.
- 22 It is the responsibility of the hirer to:
- Ensure that fixtures and fittings, including radiator valves, are not interfered with.
 - Return all equipment and furniture to its appropriate storage area in a clean and serviceable condition, ensuring that doors and Fire Exits are not blocked at any time during the period of hire.
 - Observe all Fire and Safety regulations and be aware of Emergency Procedures, including the location and operation of emergency equipment and First Aid Boxes.