



Goosecroft Centre

Goosecroft Lane

Northallerton

North Yorkshire

DL6 1EG



Goosecroft Centre Hire Guide

(revised January 2019)

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Goosecroft Centre

The Goosecroft Centre is the home of Northallerton and the Dales Mencap Society and is a multi-purpose facility just off the High Street in Northallerton, North Yorkshire. The Goosecroft Centre has a number of rooms of various sizes available for hire.

The centre is open from Monday to Friday 9am to 4pm. Weekend and evening hire is also possible subject to availability. For further information please contact: The Development Manager, Goosecroft Centre, Goosecroft Lane, Northallerton, North Yorkshire, DL6 1EG

Tel: 01609 778894 or Email: admin@northallertonmencap.org.uk

Facilities

The Goosecroft Centre has been recently refurbished and extended to include a modern and fully equipped Changing Places toilet facility. The building is single storey and has level access throughout.

Rooms can be set up in a style suitable to your requirements.

We can supply equipment such as projector, screen and flipchart stand. Wi Fi is available throughout the building.

The kitchen is fully equipped with modern appliances, crockery, cutlery and other utensils as required. There is no extra charge for the use of the kitchen.

There is a secure grassed and paved area outside at the rear of the building.

We have a private car park with parking for about twenty vehicles accessed from Goosecroft Lane, off Quaker Lane in Northallerton. Parking is free and we encourage you to use the car park instead of parking outside residents' homes.

The centre is close to Northallerton Town Centre and is in easy walking distance from Northallerton High Street. Northallerton Railway Station is just a taxi ride away but if you prefer to walk it will take you about 15 minutes.

Who can hire the centre?

We can cater for a wide range of occasions including training events, meetings, interviews, celebrations, exercise classes and much more. Bookings by community groups, statutory organisations, voluntary organisations or individuals are welcome subject to room availability.

Rooms to hire

There are three versatile rooms to hire in the Goosecroft Centre. The large meeting room can be divided by use of partition doors. There is a hatch to the kitchen in this room.



Multi-purpose sensory room

This room has no external window and can be used as a small meeting room, for individual or small group sensory activities or as a time-out space if required.



Small office

The small office can be used as a meeting room or interview room and can accommodate two to four people comfortably.



Changing places toilet

The modern changing places toilet has height adjustable changing benches and a height adjustable washbasin. There is a good hoisting facility accessible in all parts of the room. The height adjustable bench near the shower can be used as a showerbench. If you need to use the hoist you should bring your own sling as we do not provide them.



Standard conditions of lease/hire

All users of the Centre should read the conditions for lease/hire and sign the agreement as stipulated. Please ask for copies.

All user groups who hire the centre are required to read and sign the Northallerton and the Dales Mencap Society policy file before they have their first booking. Please ask the Development Manager for further information about this requirement.

The main points to remember are as follows:

Hiring Charges - Reasonable charges for hiring the Goosecroft Centre have been agreed by the Committee and reflect the nature of the groups who may want to use it. Rates are available on application to the Development Manager. Permanent tenants will be invoiced by arrangement with the Treasurer. Hirers should be aware that fees may be increased at Mencap's discretion. Mencap will give hirers one month's notice of any such change.

Heating, Lighting, Cleaning - The cost of heating the building, its offices and common areas is incorporated into the hiring charge. The heating is provided by a gas central heating system and worked on a weekly timer clock. The Society retains the right to decide the settings of the timer clock and also the periods of the year when the heating is off altogether, although, it is prepared to be flexible on these matters. The Society requires tenants and all groups who use the centre to leave it in a clean and tidy condition when they leave and make sure that all internal bins have been emptied. If you have comments about any of the above they should be reported to the Development Manager.

Shared Services - Shared services such as the kitchen, the provision of toilet rolls, fire extinguishers, towels etc. are again shared by all tenants and casual users of the centre. These inclusive amenities are again incorporated into the hire charge. The right to exercise control over equipment for shared services and areas is confined to the Society.

Building Maintenance and Decoration - The Society has responsibility for the maintenance of the building, including renovation work, as well as remedial work and decoration. Costs are born by the Society and come from the basic hire charges referred to above. Users must report defects or deficiencies to the Development Manager.

Health and Safety - The Society will make every effort to ensure that the Health and Safety of users of the Goosecroft Centre is secured in line with Health and Safety Executive

Safety Requirements

- a) Obstructions must not be placed in corridors or in front of exits, or in front of emergency exits, which must be immediately available for public egress.
- b) Firefighting apparatus shall be kept in its proper place and only used for its intended purpose.
- c) The Fire Brigade should be called to any outbreak of fire, however slight, details of the occurrence shall be given to the Development Manager.
- d) In line with fire procedures, the hirer/organiser must keep a register of their attendees for use in the event of a fire evacuation.
- e) Highly inflammable substances shall not be brought into, or used, in any part of the centre. No internal decorations of a combustible nature shall be undertaken or erected without the consent of the Management Committee.
- f) No unauthorised heating appliances shall be used on the premises.
- g) **The First Aid Box** is readily available to all users of the premises. It is located in the kitchen. The accident book is located in the leaflet rack just through the door into the main room. The Development Manager should be informed of any accident or injury occurring on the premises. It is the responsibility of the hirer to ensure that there is a trained first aider available at all times.

Supervision

The hirer or the person in charge of the activity shall not be under 18 years of age and shall be on the premises for the entire period of hire, or duration of the activity and shall not be engaged in anything which prevents him/her exercising general supervision. The hirer shall, during the period of hiring, be responsible for supervision of the premises, protection of the fabric and contents from damage and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements. All persons in charge or on duty shall have been informed of the procedure for evacuation of the premises and shall be familiar with the firefighting equipment available and its location and operation.

PLEASE NOTE: If you are the only group using the centre it is your responsibility to prevent unauthorised entries, and to ensure that the premises are secure on exit.

Intoxicating Liquor

No intoxicating liquor is permitted to be brought, sold or consumed on any part of the premises.

Betting, Gaming and Lotteries

Nothing shall be done on or in relation to the centre in contravention of the law relating to Betting, Gaming and Lotteries, and the persons or user organisations responsible for functions held in the centre shall ensure that the requirements of the relevant legislation are strictly observed.

Insurance - The insurance of the Goosecroft Centre, which includes public liability, and fire, is arranged by the Society and included under the heading of 'Shared Services'. Tenants are responsible for insuring the contents of their own offices and public liability for their own staff. Tenants and casual users shall also be held responsible for any damage caused to the building, fixtures or fittings due to negligence, or any other wilful act or omission. Hirers are required to supply a copy of their own public liability insurance before the date of the booking.

Use of the Goosecroft Centre - Use of the Goosecroft Centre and its facilities is subject to the following rules and conditions incorporated in the lease/hiring agreement.

The Goosecroft Centre cannot be used for:

- Political rallies or demonstrations
- For purposes that are illegal i.e. be they forbidden by law or unauthorised by official or accepted rules
- For functions attended by people whose presence may cause civil unrest or division within the community
- To an organisation or individual which has been banned by law

Northallerton and the Dales Mencap Society reserves the right to cancel any booking where it considers:

- That such events may be contrary to the interest of the general public or contrary to any law or act of Parliament. Any bookings will also be subject to consideration from the police to ensure the safety of the community is assessed against the request for a venue booking.
- The users of the premises may do something that may cause or pose a risk of loss, damage or significant expense to the Society or harm the reputation of the Society.

Equal Opportunities - The Goosecroft Centre shall be open to all members of the community regardless of race, colour, gender, sexual orientation, age, disability, religious or political beliefs, marital status, nationality, ethnic or national origin. Priority will be given to people with a learning disability, their families, carers and associated groups.

Applying to use the Centre

- a) Application for the use of the centre shall be made to the Development Manager.
- b) The right to refuse any application for the use of the centre facilities is reserved to the Management Committee, or the Development Manager, provided that the Development Manager reports their action to the next meeting of the Management Committee.
- c) All arrangements for the use of the centre facilities are subject to the Society reserving the right to cancel bookings for whatever reason.
- d) Calculation of rent for casual lettings is based on an hourly rate and includes any part of an hour including room preparation and clearing up after use.

Hours of opening

Opening times can be flexible and discretionary to suit users' needs and requirements, provided that the Development Manager has been informed beforehand.

Maximum Capacity

Numbers of people using the Goosecroft Centre at any one time is based on the numbers permitted by the Health and Safety Executive and Fire Regulations. Please ask the Development Manager for details.

Recorded Music Licence

It is the responsibility of independent groups that use the Goosecroft Centre and use recorded music in its activities to check if it requires a licence from Phonographic Performance Ltd (PPL) and, if it does, to obtain one before the performance. A copy of this licence must be given to the Development Manager.

Storage

No goods or equipment can be left or stored at the Goosecroft Centre without prior agreement of the Management Committee. Please ask the Development Manager about storage if your group needs it.

Loss of Property

Northallerton and the Dales Mencap Society cannot accept responsibility for damage to, or the loss of, centre users' or visitors' property or effects.

Car Parking

Cars should not be parked in any way to cause obstruction at the entrance to, or exits from the centre. Users of the centre should avoid any undue noise on arrival and departure.

Nuisance

- a) Litter should not be left in or about the centre.
- b) Dogs shall not be permitted in the centre unless they are trained Guide Dogs for the Blind.
- c) Groups that hire the centre are responsible for ensuring that the noise level of their function is not such as to interfere with other activities within the building and should not cause any inconvenience for the occupiers or nearby houses.
- d) Groups that hire the centre and its facilities are responsible for returning furniture and equipment to its original position when leaving the centre.
- e) **Smoking is not permitted within the Goosecroft Centre.**

Vacating the Premises

All centre users are expected to leave the centre and surrounds in a clean and tidy condition to the satisfaction of the Development Manager. Any litter resulting from the use of the centre should be cleared and internal bins emptied in the green bin located outside the main entrance door.

Security

Security of the Goosecroft Centre to protect centre users' property and integrity of records is of paramount importance. Security measures and procedures are in place to ensure that this policy is maintained. All centre users are required to comply fully with the terms and conditions outlined in this document in order to ensure that this policy is maintained.

Goosecroft Centre Hirers Agreements

- a) Not to do any act, matter or thing which would or might constitute a breach of any statutory requirement affecting the centre which would or might vitiate in whole or in part any insurance effected in respect of the centre from time to time.
- b) To observe reasonable rules and regulations as Northallerton and the Dales Mencap Society may make which they shall notify the hirer of from time to time and which govern the hirers' use of the designated space.
- c) Not to impede in any way the Society or its officers, Management Committee or volunteers in the exercise of the Society's rights of possession and control of the premises and every part of the premises.

General

- a) The rights granted in the lease/hire agreement shall determine (without) prejudice the Society's rights in respect of any breach of the understandings contained in the lease/hire conditions:
 - i) Immediately on notice being given by the Society at any time following any breach of the hirer of its undertakings contained in the lease/hire conditions.
 - ii) On not less than fourteen days' notice given by the Society or the hirer to the other party to expire on the last day of a month.
 - iii) In addition the Society has the right to terminate the lease/hire agreement with immediate effect following any breach of the agreement.

Booking details and charges

If you would like to hire the Goosecroft Centre for any of your activities it is a good idea to visit the centre first to discuss your requirements. Please ring or email prior to your visit so that we can make sure there is someone available to show you round and discuss your requirements.

It is always advisable to clarify the costs of your room booking beforehand.

Hire Charges

Groups involved with Learning Disabilities £15.00 per hour

Groups not involved with Learning Disabilities £20.00 per hour

Bookings outside normal office hours will be charged a caretaker fee for opening and closing on top of the hourly rate £5.00 per session

Equipment

Equipment that is available to use with prior arrangement is:

Projector Screen
Projector
Flip Chart and stand
Extension Lead
Large wall mounted smart TV with HDMI cable

Sample agreement form

Northallerton and the Dales Mencap Society

HIRING LEASE AGREEMENT FOR Goosecroft Centre, Goosecroft Lane, Northallerton, DL6 1EG Telephone 01609 778894

THIS AGREEMENT is made on day 2018 between Northallerton and The Dales MENCAP Society, hereinafter called the Society, and the Hirer named below in consideration of the sum(s) mentioned in paragraph below:

A The Society agrees to permit the Hirer to use that part of the premises designated in paragraph 3 for the purposes, period(s) and at the fee described below, and in accordance with the attached conditions of lease/hire. Hirers should be aware that fees may be increased at Mencap's discretion. Mencap will give Hirers one months notice of any such change.

1. Purpose of Hiring.....

2. Period of Hiring
Date(s).....Hours from.....to.....

3. Facilities to be Hired.....

4. Hiring Fee £.....
Less deposit received £.....
Balance £..... payable on or before

5. Cancellation Policy:
The Society must be notified of the cancellation of a booking seven days in advance of the booking. The organisation or individual making the booking will be liable for the booking fee if notification of cancellation is within seven days.

6. The Society's authorised official:.....

B THE HIRER agrees to observe and perform the provisions and stipulations contained or referred to in the Society's Standard Conditions of Lease/Hire

Hirer.....(if applicable)

Organisation.....

Address.....

.....Telephone No.....

Signature..... For office use
No.....

Registered Charity No. 224222

Please return to the Society Payment for the above bookings(s) Contract/Invoice
No.....

Total Cost.....Date.....

Organisation.....

Cheques to be made payable to Northallerton & The Dales Mencap Society