

BIX & ASSENDON VILLAGE HALL

STANDARD CONDITIONS OF HIRE

If the HIRER is in any doubt as to the meaning of the following, the Hall Booking Secretary 2(b) should be immediately consulted.

1. The HIRER must be over 21 years of age, (proof may be requested) and will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, or change of any sort and the behaviour of all persons using the premises whatever their capacity, including the proper supervision of car parking arrangements so as to avoid the obstruction of the highway and the safety of pedestrians. **Under no circumstances should hirers light and let fly any Chinese lanterns or any other flammable item on the Common Field land.** A refundable deposit will be repaid within 10 working days of the hiring minus any damage to the building, fixtures, furniture or equipment.
2. The HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor bring into the premises anything which may endanger the same or any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission.
3. The HIRER shall be responsible for obtaining any licences that may be needed. A Temporary Events Licence, which allows the sale or supply of alcohol, costing £21 is available from South Oxfordshire District Council.

licensing@southoxon.gov.uk
South Oxfordshire District Council
135 Eastern Avenue
Milton Park
Milton OX14 4SB

The Licence must be shown to the Booking Secretary prior to the release of the hall key combination. Drinks must not be sold after 23.30 hours. The Hall is not licensed for music/band or disco but this is not required for private functions (birthdays, weddings, christenings, etc.) See Performing Right Society (<http://www.prsformusic.com>) and Phonographic Performance Licence (<http://www.ppluk.com>) web sites for the requirements when music is played and not at private functions.

The HIRER shall be responsible for the observance of all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority and the local Magistrate's Court or otherwise. A maximum of 100 people standing are allowed within the hall or 60 people seated.

4. The HIRER shall indemnify the COMMITTEE for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.
5. If the HIRER wishes to cancel the booking before the date of the event, the booking fee will only be refunded if the booking is cancelled with the Booking Secretary at least 48 hours before the booking date. A cancellation fee of £30.00 will be charged if the cancellation is not within this period.
6. Care should be taken when using all apparatus, furniture and equipment provided by the Village Hall. Before using any of the kitchen appliances the HIRER must read the manuals which are kept in the cupboard above the microwave. Remember the HIRER is liable for any damage to the appliances.
7. At the end of the hiring, the HIRER shall be responsible for leaving the premises and surrounds in a **clean and tidy condition**, properly locked and secured, unless directed otherwise, and any contents temporarily removed from their usual positions should be properly replaced, otherwise the COMMITTEE shall be at liberty to retain the £200 deposit.
8. The COMMITTEE reserve the right to cancel a hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the HIRER shall be entitled to a refund of any deposit already paid.
9. In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired the COMMITTEE shall not be liable to the HIRER for any resulting loss or damage whatsoever.
10. **REMOVAL OF RUBBISH:** Since dustbins are not provided, the HIRER is requested to ensure that **all rubbish is removed from the premises at the end of the hiring. This includes clearance of all bins in both the kitchen and toilets, especially those containing soiled nappies, etc.** The COMMITTEE is at liberty to retain your deposit if you fail to do this.
11. **PREVENTION OF DAMAGE TO THE FLOORS AND WALLS:** Studded boots or shoes or stiletto heels should NOT be worn in the building. On no account should any adhesives be attached to the walls. This will include blue tack, sellotape or double-sided tape. It is the HIRER'S responsibility to ensure that all those using the premises observe this rule. The HIRER will be liable for any damage done to the floors or walls.

12. **NOISE:** The HIRER is reminded that excessive noise can cause nuisance to neighbouring properties and you are respectfully reminded that the HIRER should take steps to minimise disruption to these properties. Complaints regarding excessive noise will be dealt with by the MANAGMENT COMMITTEE CHAIRMAN and another nominated authorised COMMITTEE MEMBER and may lead to the loss of the paid deposit or closure of the event.
13. **ACCESS:** The VILLAGE HALL MANAGEMENT COMMITTEE CHAIRMAN and BOOKING SECRETARY or a person nominated by them has the right of access to the hall at all times.
14. **This agreement covers the hire of the hall only. Any agreement to the erection of a marquee or other structure will be with the agreement of the Common Field Holders and subject to their terms and conditions of hire. The Village Hall Management Committee can take no responsibility for any event outside the curtilage of the Village Hall.**
15. Cars and their contents parked in the Village Hall Car Park spaces are left entirely at their owner's risk. No parking is allowed on the grass unless agreement has been reached with the Common Field Holders.
16. All electrical equipment brought into the Hall by the HIRER must be fit for purpose and used at the HIRER'S and guests' own risk.
17. **NO ADDITIONAL HEATERS** other than provided by the Village Hall should be used.
18. **SMOKING IS NOT ALLOWED** inside any part of the Village Hall.
19. **The LADDERS** stored in the Village Hall should only be used by competent persons and any hirer who uses such equipment does so at their own risk.
20. **PLAY AREA/GARDEN** room adjacent to the Village Hall **MUST NOT BE USED OR ACCESSED** under any circumstances.

SCHEDULE OF SPECIAL CONDITIONS - Enclosed as Agreed / None

As WITNESSED by both parties :

Signed on behalf of the Management Committee 2(a)

Signed by the person named at 3 on behalf of the Organisation/Authorised

Representative named at 3 (i or ii):.....

IMPORTANT ~ To confirm your booking please return one signed and completed copy of this agreement to the authorised representative 2 (b)

HIRING AGREEMENT FOR BIX & ASSENDON VILLAGE HALL

This AGREEMENT is made on date (1) between the COMMITTEE (2) and the HIRER (3) named below whereby in consideration of the sum(s) mentioned in (4):

A The COMMITTEE agrees to permit the HIRER use of the Bix & Assendon Village Hall for the purpose of (5) and for the period(s) as described below:-

1. Date:.....

2. (a) Bix & Assendon Village Hall Committee

(b) Booking Secretary/Authorised Representative

.....Stephanie Tomlins bixhallbookings@gmail.com

3. (a) Hirer (i) Organisation

(ii) Authorised Representative.....

(b) Address:

.....

Tel No:..... email:.....

4. Hiring Fee: £

Refundable Deposit: £200

The deposit fee must be paid, to confirm the bookings, at least one month before the event for which the Hall is being hired. Cheques payable to 'Bix & Assendon Village Hall Fund'. Receipts for Hiring fee (s) will only be given on request. The Committee reserve the right to charge a late cancellation fee of £30.00 if the cancellation has not been received by the booking secretary at least 48 hours before the booking date. In the case of a regular hire the method of payment may be agreed between the Village Hall Treasurer and the Authorised Representative or the Organisation.

5. Purpose of Hire

6. Period of Hire: Date(s).....Hours:.....

Starting time not earlier than 06.00 hours. Finishing time not later than 23.59 hours except by special arrangement with the Committee.

B The HIRER agrees with the Committee to observe and perform the provision and stipulations contained or referred to, in the Committee's 'Standard Conditions of Hire', for the

time being in force as shown overleaf (an understanding of which the HIRER acknowledges) together with the special conditions set out in the Schedule if these apply.