

Weston on the Green Memorial Village Hall – Terms of Use

1. Definitions

- a) The Hall is the building known as Weston on the Green Memorial Village Hall located at Mill Lane, Weston on the Green, Bicester OX25 3QR
- b) The Committee are the Management Trustees of the Hall.
- c) The Hirer is the person or persons booking the Hall.

2. Booking periods

- a) Booking periods are:

Mornings	8am-1pm;
Afternoons	1pm-6pm
Evenings	6pm- 11.00pm (10.00pm on Sundays)
- b) The Committee reserves the right to vary these booking periods.

3. Hire Charges and Cancellation Policy

Hire Charges

- a) The Committee offers the Hall for hire charged at the following rates. (revised January 2011)

Commercial Hiring	£60 per booking period
Private Hiring -- Non-village Rate	£45 per booking period
Private Hiring -- Village Rate	£35 per booking period
Village Groups and Societies.	£15 per booking period (see 3f)
Deposit	£100 (see 3c)
- b) The Committee reserves the right to vary these hire charges.
- c) A **deposit of £100** will be paid in addition to the Hiring Fee to the Committee for use of the kitchen facilities, for parties and /or large groups (eg. children's birthday parties, wedding receptions). This deposit will, within 28 days of termination of the period of hire, be repaid to the Hirer less the cost of rectifying any damage caused to the premises and the / or the contents thereof and/or any extra expenses that may be incurred by the Committee through the use of the Hall by the Hirer. The cost of any rectification shall be at the sole discretion of the Committee.
- d) The Committee reserves the right to refuse to accept a booking.

Cancellation Policy

- e) The cancellation policy for Weston on the Green Memorial Village Hall is:
 - i) All bookings cancelled 6 weeks or more before the date will be given a full refund.
 - ii) Cancellations between 3 and 6 weeks before the date will incur 50% cancellation charge
 - iii) Any cancellation within 3 weeks of the date will incur 100% cancellation charge
- f) Village Groups and Societies constitute groups who have been formed, and run by villagers, for the primary benefit of other villagers, and membership of said group is a majority of WOTG villagers (eg Garden Club, Weston Society).
- g) The Village Hall does not cater for teenage/21st birthday parties and other parties are at the Committee's discretion. The Hall caters for children's parties up to the age of 10 years old.

Responsibilities

- a) The Hirer will be responsible for the supervision of the Hall, the fabric and the contents, their care and safety from damage, however slight, or change of any sort. Nothing must be stuck to doors, walls or windows. There are hooks in the ceiling to hang balloons, bunting, streamers.
- b) The Village Hall Insurance Policy **specifically excludes** insurance cover for Bouncy Castles and other inflatables, etc. The Hirer shall ensure that the provider of bouncy castles and similar inflatables has appropriate insurance and a copy of this is sent to the Bookings Secretary with the booking form. It is therefore the responsibility of the hirer of the hall, or the owner of the inflatable item, to provide

appropriate public liability insurance for the period the item is at the Village Hall. By agreement with these Terms and Conditions the hirer accepts this responsibility, and in the event of any accident or injury resulting from use of these items, accepts that no claim for damages can be made against Weston on the Green memorial Village Hall or its Trustees.

c) The Hirer shall indemnify the Weston on the Green Village Hall Committee against -

- i) the cost of repair of any damage done to any part of the property, including the surroundings, or to the contents of the Hall which may occur during the period of use and
- ii) all claims in respect to damage or loss of property or injury to persons as a result of the use of the premises (including the storage of equipment) by the Hirer and
- iii) all claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer

c) The Hirer will comply with the rules of use here-in contained.

4. Capacity

a) The number of people on the premises **shall not exceed 100 persons for any licensable activity**. There are seats for 90 people. The fire safety limit is 140 persons.

5. Licenses

a) The Hall has a premises license (excluding alcohol sale) under the Licensing Act 2003 for: the performance of a play; an exhibition of a film; an indoor sporting event; a performance of live music; any playing of recorded music; a performance of dance, and the provision of facilities for making music or for dancing;

and covers the times Monday-Saturday 08.00 – 22.30 and Sunday 08.00-22.00.

b) The Hall has a Television License. <http://www.tvlicensing.co.uk/>

c) The Hall has a PRS/PPL license for the public performance of recorded music.

<http://www.prsformusic.com/ppljointlicence/Pages/communitybuildings.aspx>

d) The Hirer must obtain a **Temporary Entertainment Notice (TEN) license** for £21 from the Cherwell District council website before alcohol may be sold. The licence hours must be strictly adhered to.

<http://www.cherwell.gov.uk/index.cfm?articleid=3397>

6. Supervision

a) In addition to the hirer there shall be a minimum of 2 competent attendants on duty on the premises to assist people entering and leaving, none of whom shall be less than 18 years of age.

7. Fire and means of escape

Call the Fire Brigade. Dial 999 and state that there is a fire in Weston on the Green Village Hall, Mill Lane, Weston on the Green OX25 3QR

a) All means of exit from the premises must be kept free from obstruction and immediately available for use. (Rear fire door, side fire door, front doors.)

b) The fire brigade should be called to any outbreak of fire and the Hall evacuated.

c) Full details of any incident should be reported to a representative of the Committee.

d) The **fire assembly point** is on the Village Hall car park.

e) If a fire is in the Village Hall, all persons must leave the Hall and not re-enter the building until the fire brigade states it is safe to do so.

8. Accidents and dangerous occurrences

a) The Hirer must notify any accident causing injury to any person or property in or around the hall immediately to a representative of the Committee and record details of the accident in the accident book stored on the window ledge above the small hand basin in the kitchen.

FIRST AID

b) A first aid kit and burns first aid kit are available in the kitchen on the small window ledge

c) A defibrillator is available on the outside wall of the Hall. Dial 999 (South Central Ambulance Service will give the key code as you ring for the ambulance). Please inform one of the Management Committee if the defibrillator is used

9. Nuisance

- a) Good order and decent behaviour must be maintained at all times on the premises.
- b) The Hirer should ensure that noise from the hall does not disturb neighbours. Care must be taken to avoid excessive consumption of alcohol; drunk and disorderly behaviour is not permitted. No illegal drugs may be brought onto the premises.
- c) The Hirer should ensure that vehicles are parked sensibly on the car park and do not cause nuisance or obstruction to neighbours. (**especially access to Walnut Tree Cottage via carpark**). Car parking must be to the left-hand side of the car park and a routeway must be left for Walnut tree Cottage.

10. Sub-letting – unlawful use

- a) The Hirer shall not sub-let or use the Hall for any unlawful purposes or in any unlawful way to do anything or bring into the Hall anything which may endanger the same or any insurance policy in respect thereof.

11. Electrical installations

- a) No electrical installations or equipment exceeding 250 volts shall be used.
- b) Any additional lighting or electrical apparatus used must be suitably earthed, fused, insulated and protected.
- c) Any separate supply must be properly protected and permission sought at the time of booking (eg generators)
- d) Any electrical equipment brought into the Hall must have an up-to-date PAT test. The certificate must be copied and emailed to the bookings secretary once permission has been given for use of the item.

12. Dangerous /Unsuitable Performances

- a) Performances which involve danger to the public, or are sexually explicit, shall not be allowed.

13. Explosives and flammable substances

- a) Flammable, explosive, toxic or other hazardous substances shall not be brought into or used in any portion of the hall.
- b) No real flame or cylinders for storage of air or other gasses or liquids under pressure shall be used without the prior permission of the Committee.
- c) Portable gas cookers/ gas heaters are forbidden under the Oxfordshire Public Entertainments Licence
- d) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are allowed to be installed. No decorations are to be put up near light fittings or heaters
- e) No candles/tea lights to be used in the Hall.

14. Health and Hygiene

- a) The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular high-risk foods, dairy products, fish and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. There is a fridge freezer for use in the kitchen.
- b) The Hirer, if serving, or causing to be served, high risk foods shall ensure that allergen information, according to the Food Information Regulations, is made available to purchasers.
- c) All crockery/cutlery will be washed/ dried up and left clean for the next hirer.
- d) No animals whatsoever are to enter the kitchen at any time.

15. Compliance with The Children Act 1989

- a) The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities).
- b) The Committee will request to see original copies of DBS certificates and to make copies of said documentation in order to comply with safeguarding measures.
- c) The Hirer shall provide the Village Hall committee with a copy of their Child Protection Policy and their Protection of Children from Sexual Exploitation Policy on request.

- d) Hirers of the Hall will comply with the Village Hall safeguarding policy

16. Recycling and Waste Management Policy

- a) Is in accordance with Cherwell District Council recycling policy
b) Rubbish can be placed in the bins which are at the back of the Village Hall

17. No Rights

- a) The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

18. Car Park Use

- a) This is a private car park for patrons of the Village Hall.
b) Vehicles and contents are left entirely at owners' risk.
c) The management will not accept responsibility for any damage, accidents or losses.
d) Users of the car park should refrain from parking on the far-right hand side of the car park as access is required for Walnut Tree Cottage at all times.

19. Polite Notice

The Committee are volunteers who give up their time to maintain and improve the fabric of the building, known as Weston on the Green Memorial Village Hall, and any verbal, physical, aggressive, intimidating or threatening behaviour towards the Committee will not be tolerated in any circumstances and may be reported to the police.

The Trustees/Management Committee have the right to refuse entry to anyone who displays/has displayed aggressive, threatening or intimidating behaviour to the Trustees, Management Committee or users of the Hall (please see our anti-bullying and harassment policy).

20. End of hire

At the end of the booking period of use, the Hirer shall ensure that the Hall is made ready for the next user:

- the Hall floor swept and left in a clean and tidy condition
- all lights /ceiling heaters switched off
- fridge emptied of food/ drink, switched off at the plug and doors left ajar
- kitchen surfaces wiped down
- crockery and cutlery washed /dried up and left clean for next hirer
- all doors locked and secured
- all windows closed and windows in main hall set to 'trickle vent' position
- all tables put away
- AV equipment (if used) turned off correctly and cabinet locked
- bins emptied in the kitchen and toilets

Thank you for hiring our facilities and we hope you have an enjoyable event