

## **The Greet Memorial Hall – Terms and Conditions of Hire**

### **GENERAL CONDITIONS**

- i. All applications for hire of the Greet Memorial Hall must be made to the Booking Clerk via the Parish Council website.
- ii. The person or organisation hiring the Hall shall be responsible for its proper and orderly use throughout the hire period.
- iii. Hirers are to be responsible for the safety of attendees at their function, should make themselves conversant with operating fire extinguishers and should take note of the fire exits indicated in the walk through video should an emergency evacuation be required.
- iv. Hirers must be over 21 years of age.
- v. All licensing regulations and legal requirements governing the use of the hall must be observed at all times.
- vi. Privately run licensed bars can only be organised if a Temporary Event Notice (TEN) has been authorised by the South Oxfordshire District Council Licensing Team.
- vii. Smoking is not allowed in any part of the building in accordance with the Smoke Free Regulations 2006 for community buildings.
- viii. No naked flames are allowed inside the hall including candles & indoor fireworks, Chinese lanterns etc.
- ix. Shoes with stiletto heels must not be worn inside the building as they can damage the wooden flooring.
- x. The kitchen area can be used for serving food, but food cannot be prepared there.
- xi. All functions are to conclude by 11.30pm with the hall cleared by 12 midnight, with first booking no earlier than 8.00am.
- xii. The hall is limited to 100 persons total per function.
- xiii. Access to the hall is via the electronic lock system – the Caretaker/Booking Clerk will provide an access code for the period of hire on confirmation of booking.
- xiv. The hall and furniture used must be left in a clean and tidy condition and returned to their original locations; please use cleaning equipment made available (more details are on the video sent on confirmation of booking) – this includes any items used in the kitchen which should be washed, dried and returned to their original locations.
- xv. All electricity (light and power) is to be switched off before leaving the building; failure to do so may result in an additional charge being raised against the hirer.

- xvi. All recycling waste is to be put in the green recycling bin to the rear of the hall.
- xvii. All food and non-recycling waste is to be bagged up and taken away by the hirer – there is no provision for its collection at the hall.
- xviii. All windows and internal doors are to be closed and external doors locked when leaving the building (full access details are found on the video sent on confirmation of booking)
- xix. The barn doors at the rear of the main hall back onto private property and are for use only in the event of an emergency, not for access or ventilation.
- xx. Any damages to the hall and/or its contents must be reported to the Caretaker & Booking Clerk immediately.
- xxi. The cost of replacing damaged items will be charged back to the hirer. The hirer accepts financial responsibility for replacing any lost or damaged items; in these cases an invoice will be raised by the Parish Council, payable within 28 days.
- xxii. The Parish Council is not responsible for loss or damage to any property/possessions brought into the hall by hirers/visitors.
- xxiii. The Parish Council is indemnified by Public Liability Insurance, however hirers should take out their own insurance as applicable for their functions.
- xxiv. The Parish Council and the Caretaker/Booking Clerk reserve the right to visit the hall at all times.

Any hirer failing to observe these terms and conditions may be refused future use of the hall and as detailed may be liable for costs over and above the hire charges.

## **HIRE CHARGES**

Hire charges are fixed by the Parish Council and may be revised to suit increases in running and maintenance costs from time to time.

There is no deposit taken against damages, but as detailed above, any costs incurred in replacing or repairing items at the hall or the hall itself are chargeable to the hirer, who accepts this as a condition of hire of the hall.

The hire charges are inclusive of lighting, heating, and the use of the kitchen.

Hire Charges (per hour):

For Parishioners/Parish Organisations:

Regular bookings (min 10 per year)	£8.00
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Occasional bookings            £10.00 (up to 6.00pm)  
    £12.50 (after 6.00pm)

For Non-Parishioners/Non-Parish Organisations:

All bookings                        £14.50 (up to 6.00pm)  
    £17.00 (after 6.00pm)

Charges are set by the Parish Council, who reserve the right to vary them at their discretion

### **CANCELLATION POLICY**

Cancellations should be notified to the Caretaker/Booking Clerk as soon as possible. Any cancellation up to 7 calendar days of the event will receive a 100% refund. Cancellations within 7 calendar days will be charged at 50% of the hire charge, though the Caretaker/Booking Clerk has discretion in this matter. Refunded payments will be by cheque drawn up at the next Parish Council meeting (first Wednesday of each month bar August when no meeting is held).

Warborough Parish Council