

BLETCHINGDON VILLAGE HALL - BOOKING FORM

Ref No:

Hirer – your details

Organisation / Group / Club	
Name	
Address	
Post Code	
Phone number(s)	
E-mail address	

Bank Details – Only required when a deposit is payable (for repayment)
Account Name
Account Number
Sort Code

Activity/Event name (this is what will appear on the booking calendar) – Default is ‘Private’

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When do you wish to hire the Hall? **Single booking:**

Date	Time: start	Time: finish

Note: your booking times must include sufficient time for setting up and clearing away.

When do you wish to hire the Hall? **Multiple booking:**

No. of bookings	Start Date	End Date	Time: start	Time: finish

Give frequency details: eg. Weekly-every Tues / Monthly-every third Wed; also note any dates to exclude

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Attach separate schedule if necessary

Please tick which area(s) of the hall you wish to hire:

Whole Hall (20m x 9m) inc. Cafe	
Large Hall (12m x 9m) inc. Cafe	
Small Hall (8m x 9m)	
Café area inc. Domestic Kitchen	
Meeting Room	
Catering Kitchen	

Cost of Hire:

Deposit (If applicable, payable within 14 days of booking date)	
Hire fee – single booking (Payable 28 days prior to event)	
Hire fee – multiple (Payable within 14 days of invoice date)	
Total	

Please tick box if alcohol is to be sold

If alcohol is to be sold, Management approval is required and a TEN licence must be obtained (see T&C’s # 14)

The hirer, by signing this form accepts full responsibility for the Safety and Welfare of children and vulnerable adults present during the period of hire and confirms, where applicable, full DBS checks have been completed.

The hirer, by signing this form accepts full responsibility regarding large inflatable toys and face painting (see T&C’s #30 & #31)

The hirer also understands the Fire Evacuation Procedures and that by signing this form accepts responsibility for guests in the event of fire during the period of hire.

By signing this form I confirm I have read, understood and agree to the terms and conditions of hire which form part of the hiring agreement. I also accept the data protection terms.

SignedDate

Please return this form to The Village Hall, Whitemarsh Way, Bletchington, Oxon OX5 3FD or e-mail it to vh.bookings@thebcf.net

Bletchington Village Hall - Terms & Conditions of Hire

1) In respect of these Standard Conditions of Hire, the hirer is deemed to be an individual hirer or, where the hirer is an organisation or company, the authorised representative of that organisation or company who has signed the Booking Form. The hirer must be at least 18 years old. If the hirer is in any doubt as to the meaning of the following, the Bletchington Village Hall Manager should be consulted. Reference to 'the premises' in the following means Bletchington Village Hall, the car park and associated pedestrian areas. Reference to 'the Management' in the following means the Bletchington Village Hall Management.

2) Payment terms are as follows:

One-off bookings: Deposit (where applicable) to be paid within 14 days of placing booking; hire fee to be paid at least 28 days prior to the event (both to be paid as soon as possible, if the booking is made less than 28 days before of the event).

Multiple bookings: To be paid within 14 days of the date of each invoice.

3) Deposits required to secure certain bookings, will be forfeited and retained by the Management if a booking is cancelled by the hirer less than 28 days (3 months in the case of a wedding package) prior to the start date of the booking (in exceptional circumstances, they have discretion to refund). If the deposit exceeds the cost of the actual booking, then the lower value of the booking will be forfeited. Additionally this deposit will be retained until the hire period is completed as surety against damage to the premises or facilities contained within. In the case of regular multiple bookings, the deposit period for a new hirer will be three months, thereafter no deposit will be required provided the hirer shows themselves to be a responsible user of the hall and no issues occur. If the following conditions are complied with the deposit will be returned in full to the hirer within 14 days of the end date of the hire:

- a. The hiring time has not been exceeded.
- b. No damage or loss has been caused to the premises and its contents.
- c. The hall has been left clean and tidy.
- d. All rubbish has been removed from the Village Hall and grounds at the end of the hire.
- e. No complaints have been made to the Management about noise or other disturbance during the period of the hiring as a result of the hiring.
- f. The hall has not been used in breach of the Standard Conditions of Hire.
- g. In the case of the Catering Kitchen that it is left in the state required by the specific terms of use of the kitchen.

Should any contravention of the above occur, the Management will withhold all or part of the deposit. Any costs arising from damage to the building or its contents or the need for additional cleaning (charged at £20 per hour) will be deducted from the deposit. Should the deposit be insufficient to cover all resultant costs, a further invoice will be raised to recover any shortfall.

4) DATA PROTECTION:

- a. The details of your name, address, phone number, e-mail and payment details will be held electronically on a "cloud" based data system. No other format will be used.
- b. The Management will retain your details for 6 years plus the current year, as required by law, to allow for an annual audit of accounts or financial queries.
- c. Your information will not be released to any third party unless legally required to do so.
- d. You can have access to your information, by request, at any time.

5) This Hiring Agreement constitutes permission only to use those parts of the premises and facilities as agreed in the Booking Form and confers no tenancy or other right of occupation on the hirer.

6) The Management reserves the right to cancel any booking in the event that the premises are required for any use the Management (in its sole discretion) deems to be exceptional, including but not limited to use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the hirer will be entitled to a full refund of the amount paid to the Management as shown on the Booking Form.

7) In the event of the premises being rendered unfit for the use for which it has been hired, the Management shall not be liable to the hirer for any resulting loss or damage.

8) The Management takes the safeguarding of young people and vulnerable adults seriously. The Management expects that regular hirers for events involving children aged 17 or under, or vulnerable adults, will ensure that fit and proper persons, who have passed the required Disclosure & Barring Service checks (DBS checks) will be present at all times during the hire. A regular hiring is determined to be when two or

more sessions are booked at the same time, or when the same Hirer is seen to be making two or more individual bookings. The Management may request copies of the DBS documentation for the fit and proper persons together with their signature(s) on the hiring form. DBS checks are not required for a single, non-commercial, but the hirer, in signing the booking form is making a declaration that they accept full responsibility for the safety and welfare of children present during the hire. The determination for the requirement for DBS checks for hirers is with the Management and their decision is final – that is they can refuse to accept a booking request if they are satisfied that the DBS qualification is required but is not in place.

9) The hirer shall ensure that no child under twelve years of age is allowed into any kitchen; persons under the age of 18 years are not permitted in the Catering Kitchen.

10) The hirer shall be present throughout the period of the hiring and is responsible for (a) the supervision of the premises, the fabric and its contents and ensuring their protection from damage however slight, (b) the behaviour of all persons using the premises whatever their capacity and (c) ensuring the proper supervision of car parking so as to avoid obstruction of the highway and nuisance to neighbours of the premises. Specifically, it is not permitted to park any vehicle in Whitemarsh Way, leading to the car park, which must remain clear for emergency vehicle and residential access. It is not permitted to park across or on residential parking spaces, or on the public footpath which crosses the road.

11) The hirer shall not use the premises for any purposes other than that described in these Standard Conditions of Hire, and shall not sub-hire the premises or allow the premises to be used for any unlawful purpose, or in any unlawful way, nor do anything or bring into the premises anything which may endanger the same, or render invalid any insurance policies in respect thereof.

12) The hirer shall ensure that in order to avoid disturbing neighbours to the premises and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. No illegal drugs may be brought onto the premises. The hirer shall ensure that any person suspected of being drunk or under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. The hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The hirer shall, if using sound amplification equipment, ensure that any music played during the hire period is kept to reasonable volume levels.

13) The hirer shall ensure that no contravention of the law relating to gaming, betting, lotteries or the sale of intoxicating liquor etc. takes place on or in relation to the premises.

14) If alcohol is to be sold during the time the premises is hired, prior agreement must first be obtained from the Management. The hirer must then obtain a TEN (Temporary Event Notice) licence from Cherwell District Council and ensure the terms of this licence are adhered to at all times during the period of hire. The person in whose name the licence is granted must be present at all times when alcohol is being sold and the actual licence should be available for inspection at all times.

15) The Village Hall does not have a TV licence, so it is not permitted to watch or record television programmes on a TV, computer or other device as they are broadcast or to download or watch BBC TV programmes on iPlayer – live, catch-up or on demand.

16) The hirer shall indemnify Bletchingdon Community Foundation and the Management together with their members and agents against (a) the cost of repair for any damage done to any part of the premises including the contents of the premises, and (b) 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.

17) The hirer must report all accidents that involve injury to any person on the premises or as a result of the booking to a member of the Management as soon as possible and complete, when requested, an accident record sheet. This will be provided by the Management. Any damage to or failure of equipment belonging to the premises must also be reported as soon as possible to a member of the Management.

18) The hirer shall ensure that no more than the maximum permitted numbers of people occupy the premises during the event. Seated: 150 Standing: 180

19) The Quadrangle (the enclosed, uncovered area to the rear of the hall) may not be used during school hours. If used, it must be left clean and tidy. This is strictly a non-smoking area.

- 20)** The hirer shall, if preparing, serving or selling food or drink, ensure that all relevant food, health and hygiene legislation and regulations are complied with in respect thereof. Separate conditions apply to the hire of the Catering Kitchen.
- 21)** The hirer shall ensure that all electrical appliances brought by them into the premises and used there shall be safe and in good working order, and used in a safe manner.
- 22)** The hirer shall ensure that no animals, except assistance dogs, are brought into the Village Hall unless express permission is given by the Management for a special event. At no time shall animals be permitted to enter the kitchens.
- 23)** The hirer shall ensure that the 'No Smoking' policy inside the hall is upheld at all times – this includes the use of electronic cigarettes. Anyone wishing to smoke must do so in a designated area outside the hall, using an appropriate container supplied by the hirer to extinguish/collect waste smoking material. This must be removed and disposed of by the hirer. Smoking is not permitted in the Quadrangle.
- 24)** The use of fireworks anywhere on the premises, including the car park, is strictly forbidden. Candles are permissible under the supervision of a responsible adult.
- 25)** The hirer must not bring into the hall any inflammable liquids or other combustible materials.
- 26)** The hirer shall not drive any bolts, nails, tacks, screws, bits, pins or similar objects into any part of the premises nor is any adhesive substance to be attached to it. Damage to the walls, skirting boards, bar area or floors during the period of hire will result in the loss of the entire deposit or, in the case of a regular hirer, a charge for the repair of the damage. Hirers wishing to put up display materials should apply to the Management for use of an appropriate board or other device for this purpose.
- 27)** The hirer shall ensure that the event starts and finishes promptly at the times as stated on the Booking Form, ensuring the booked time is adequate to setup and to clean and tidy up and vacate the premises within the hire period.
- 28)** For Health & Safety reasons, unsold articles from sale events must be removed immediately after the sale and cannot be stored on the premises.
- 29)** Bletchingdon lies within the 'flight restricted zone' of London Oxford Airport which means it is illegal to fly small unmanned aircraft (SUA) or drones within this zone. Users of the Village Hall are therefore prohibited from using a SUA of any description, however small, even toys.

Risk of personal injury - Large inflatables (inc Bouncy Castles) and face painting.

30) Bouncy castles (and other large inflatables) are permitted to be used in, or around, Bletchingdon Village Hall at the risk of the hirer of the hall. The Bletchingdon Community Foundation **specifically excludes** such use from its Village Hall insurance cover. 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 the Bletchingdon Community Foundation, its Trustees or its employees.

31) Face painting and use of face painting materials are permitted to be used in, or around, Bletchingdon Village Hall at the risk of the hirer of the hall. The Bletchingdon Community Foundation **specifically excludes** such use from its Village Hall insurance cover. It is therefore the responsibility of the hirer of the hall, or the face painting organiser, to provide appropriate public liability insurance for the duration of this activity 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 face painting products, accepts that no claim for damages can be made against the Bletchingdon Community Foundation, its Trustees or its employees.

Conditions for hire of the Catering Kitchen.

- 1) This kitchen must only be used as a food preparation and service point, staffed by qualified operators.
- 2) The 'responsible person' operating the catering kitchen will hold a professional level qualification for this role. Evidence of this qualification must be forwarded to the Village Hall manager at least 2 weeks prior to the event. This person is responsible for the access restrictions to this area.
- 3) In respect of all food and drink prepared in, and served from, this kitchen, all appropriate food health and hygiene legislations and regulations normally applied by the responsible person, must be complied with.
- 4) The responsible person will ensure that this kitchen, when in use by them, is a safe working environment. Operating procedures normally applied by the responsible person, must be complied with.
- 5) The caterer is required to provide their own equipment beyond the fixed equipment in the kitchen. Pans, baking trays, utensils, crockery and cutlery already in this kitchen may not be used.
- 6) It is not permitted to use the fridge or freezer located in the catering kitchen, or any items stored within them, as these are the property of Bletchingdon Primary School and carry stocks for their explicit use.
- 7) No person under 18 years of age is permitted entry to this area.
- 8) The responsible person will leave this kitchen clean and tidy, as it was found, and as they would expect to find it, including cleaning of work surfaces and the floor.
- 9) Accidents must be reported to the hirer and the Village Hall Manager

FIRE PROCEDURES

IF YOU DISCOVER A FIRE:

1. Raise the alarm by breaking the nearest fire alarm button.
2. Call the Fire Brigade. Dial 999 and state that there is a fire in the Village Hall, Whitemarsh Way, Bletchingdon OX5 3FD.
3. Attack the fire, if possible without personal risk, with the appliances provided. Check that the fire extinguisher is correct for the type of fire.
4. If in doubt leave the building immediately using the nearest exit.

ON THE ALARM BEING RAISED:

5. Evacuate the building using the nearest exit. Do Not stop to collect your belongings.
6. Make your way quickly to the assembly point. The fire assembly point is in the CAR PARK.
7. The person responsible for the hire has responsibility to account for those present in the hall, and account for anyone missing in order to advise the fire brigade on their arrival.
8. Do Not re-enter the building until advised by the fire brigade it is safe to do so.

FIRST AID

- There is a first aid kit in the Café and in the Entrance Lobby.
- There is a defibrillator on the outside wall adjacent to the Café entrance.

