

SPELSBURY WAR MEMORIAL HALL - registered Charity no. 304370

Hire Agreements of Spelsbury Memorial Hall are subject to these Standard Conditions of Hire.

The Hirer undertakes to ensure he/she has an understanding of any Memorial Hall Terms and Conditions for the time being in force.

1) Supervision by the Hirer

The Hirer undertakes to be present or arrange for sufficient competent representatives to be present throughout the Hiring to ensure the provisions and stipulations contained, or referred to, in the Hall Conditions of Hire and any applicable licences are complied with.

2) The Hirer shall be responsible during the period of hire for:

- Supervision of the premises fabric and contents including their care and safety from any damage or change of any sort
- The reasonable and lawful behaviour of all persons using the premises whatever their capacity including proper supervision of car parking arrangements so as to avoid obstruction of the public highway
- Ensuring that no excessive noise occurs, particularly late at night or early morning, with a minimum of noise being made by any person on arrival or departure
- Supervision of children at all times – we regret that there are no outside play facilities at Spelsbury Memorial Hall and the hirer must ensure that children are not allowed to play unsupervised on the grass area to the side of the hall; children must not be allowed to climb on, or, over the surrounding walls and hedge
- Ensuring that at the end of the period of hire the hall is left in a clean condition (we may charge you £50 if cleaning is required following a hiring) and that all equipment chairs and tables have been returned to storage positions tidily; that the premises are cleared of people; that all lights are switched off; that water heaters, cooker, water boiler and hot cupboard are switched off, that the thermostat turned down to 'off' as indicated; that the building is secured by use of the keys supplied

3) The Hirer must note the position of all fire extinguishers and fire exits on arrival. Fire Exits must not be obstructed.

4) These premises (including the grass area to the side of the hall and the steps and ramp to the front) are non-smoking / non-vaping and it is the responsibility of the hirer to ensure that this rule is adhered to.

5) The Hall is normally available from 8am, and functions must end by the following times unless by prior agreement

10pm (2200) Sunday

10.30pm (2230) Monday to Friday

11pm (2300) Saturday

6) The Hall must be vacated 1hour after the times stated in 4) above; for late finishing events clearance may be permitted up to 11 am on the day following (by prior arrangement only).

7) The maximum number of people allowed on the premises at any time is 125.

- 8) The Memorial Hall is covered by Public Liability Insurance (a current certificate is displayed in the foyer) however the hall Trustees do not accept any responsibility for accident or injury caused by equipment not belonging to the hall. The hirer is also responsible for ensuring that any electrical equipment brought into the hall is appropriate and safe to use.
- 9) The hirer is responsible for ensuring that any third party equipment brought into the hall is used safely and has suitable insurance; the hall Trustees do not accept liability for any damage to, or caused by, such equipment.
- 10) The Memorial Hall is covered by a Premises Licence which allows use of the hall for the following types of events:
 - The performance of plays; the exhibition of films; the performance of dance
 - The performance of live music (subject to the agreement of the Trustees)
 - The playing of recorded music (subject to the agreement of the Trustees)
 - Entertainments 'similar to those above'

But please note that the hall does not hold a Performing Rights Society (PRS) licence covering music copyright issues.
- 11) It is a condition of our Premises Licence that all external doors must remain closed when music is playing.
- 12) If you would like to use our hall for an event covering the sale of alcohol (including the offer of a 'free glass of wine included in a ticket price'), you will need to issue a Temporary Events Notice (TEN) to the Licensing Authority (West Oxfordshire District Council) and to Thames Valley Police. HOWEVER only 12 TENs can be issued for the hall in any calendar year, and as a result, the hall committee must make sure that the annual limit is not exceeded; it is therefore a condition of your booking that written consent is obtained from the hall trustees before you issue a TEN. If a TEN is obtained a copy must be displayed in the hall during your function. A TEN is not required at a private function where there is no charge for entry.
- 13) The hirer will be responsible for any damage or loss that occurs as a direct result of the hire; including damage to the walls and hedge surrounding the grassed area to the side of the hall and the hedge by the ramp.
- 14) Decorations may be fixed, with drawing pins, to the wooden frieze around the main hall only. Sellotape, blu tack or similar products must not be used to fix anything to the walls (we may charge you to repaint the walls if the paint is badly damaged). All decorations and fixing pins must be taken down at the end of the hire.
- 15) Please report any accidents to a committee member within 24 hours.
- 16) The Trustees reserve the right to refuse any bookings and to amend prices and conditions at any time.

Revised April 2017

Spelsbury Memorial Hall Trustees:

Helen Datson (Treasurer/Bookings), Maxine Hobill, Rick Leyland, Ann Timbs (Chair), Miranda Tufnell