

Ardley with Fewcott Village Hall & Recreation Ground



Recreation for All!

BOOKING FORM

This agreement is made on the date shown, between the committee and the hirer named below. In consideration of the sum agreed, the committee will permit the hirer to use of the premises for the purposes and **period** as described below.

Hirer's Details and Period of Booking

Name				Contact Number		
Full Address						
				Postcode:		Date
E-Mail					Time From	
Description of Use					Time To	
Bank Details	Sort Code:		Account No:	This is needed if paying via bank to enable refund of the damage/cleaning deposit.		

Further Details

Public or Private Use		Music to be played (yes/no)	
Commercial use (yes/no)		Is alcohol to be provided (yes/no)	
Maximum number of attendees		Is alcohol to be sold*	

You must provide a copy of a **TEMPORARY EVENTS NOTICE (TENS) if you are selling alcohol. Also be aware that our entertainment Licence ends at 11pm.*

DETAIL OF COSTS

Returnable Damage Cleaning Deposit for all of the below is £30	Residents of Ardley with Fewcott			Non-Residents		
	Per Hour	Hours Required	Day (24hrs)	Per Hour	Hours Required	Day (24 hrs)
Hall	£11		£110	£16.50		£165.00
Meeting Room	£ 5.50		£33	£8.25		£55.00
Hall & Meeting Room	£16.50		£133	£24.75		£220.00
Kitchen Ovens	£5.50		£27.50	£5.50		£27.50
Sessions during 9am to 4pm	£35 for 4 Hours	£11 for every extra Hour		£45 for 4 Hours	£16.50 for every extra Hour	
Evening Party	Week day	Week End		Week Day	Week End	
Main Hall + Kitchen 4pm to Midnight (Includes clean up period to 10am the following day)	£66 + £60 Damage/cleaning Deposit	£110 + £100 Damage /cleaning Deposit		£88 + £80 Damage /cleaning Deposit	£132 + £120 Damage/cleaning Deposit	
Teenage Party for Residents Only	£66 + £300 Damage /cleaning Deposit	£110 + £300 Damage /cleaning Deposit		N/A	N/A	

COST OF BOOKING REQUIRED

	COST
Hall	
Meeting Room	
Kitchen Ovens	
Damage/Cleaning Deposit	
Total	

Payment: Cheques made payable to: **Ardley & Fewcott Village Hall**. (Two cheques will be required, one for booking the hall and one for the damage/cleaning deposit, which will be destroyed after hall has been checked or if any damage is reported you will be notified by email of cost and if it applies, refunded remainder). Send to Bookings, Ardley with Fewcott Village Hall, Ardley Road, Ardley with Fewcott, Bicester, Oxon OX27 7PA.

or Pay Direct into the **Ardley & Fewcott Village Hall** account, using your name & date of booking as reference (i.e. Smith120614).

Bank Details: Sort code: 40-26-31 Acct No: 01493647 (HSBC)

I have read the [Terms & Conditions](#) and agree to abide by them for the duration of hire. (x in box)

Failure to comply, will mean your damage/cleaning deposit will not be returned.

Signature/or by E-Mail:

Date:

ARDLEY WITH FEWCOTT VILLAGE HALL & RECREATION GROUND

TERMS & CONDITIONS OF HIRE

Ardley with Fewcott Community Hall Management Committee shall be known as the “Committee” for the purposes of this document. The “hirer” shall be 21 years of age or over and for the purposes of these conditions shall be the responsible person.

The facilities at the Village Hall comprise:

	<u>Capacity</u>
Main Hall	100
Small Meeting room	20
Kitchen	N/A

1. The hirer shall be responsible for: -

- a. Ensuring that those attending the function observe the conditions of hire.
- b. Only using the premises for the purpose as described in the hiring agreement and shall not sub-hire or allow the premises to be used for any unlawful purpose or bring onto the premises, anything which may endanger or render invalid any insurance policies in respect thereof.
- c. The hall keys shall not be lent to any other person and must be put back into key safe at the end of the session.
- d. Ensuring that the occupancy of the premises specified is not exceeded and no unauthorised persons are allowed to gain access to the premises.
- e. **Ensure that all people using the hall are informed of the [fire evacuation procedure](#) and made aware of exits which are to be used in the event of an emergency. All exits to be kept clear.**
- f. Ensuring that no person under the age of 18 consumes alcohol.
- g. Ensuring that if an official bar is in place, no unauthorised alcohol shall be brought onto the premises.
- h. Ensuring that no illegal substances are brought onto or consumed on the premises.
- i. Ensuring that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
- j. The committee cannot be held responsible for the preparation/storage and use of any food stuff brought onto the premises by the hirer or agents of the hirer.
- k. Ensuring that any electrical appliances brought by the hirer and/or entertainer to the premises and used there shall be safe and in good working order, and used in a safe manner.
- l. Ensuring that under no circumstances, either of the vehicular entrances to the playing field be blocked in such a way as to prevent access or egress.
- m. Ensure that no dogs (except guide dogs) are brought into the hall.
- n. Ensuring that any activities for children under eight years of age comply with the provisions of the Children’s Act 2004 and that only fit and proper persons have access to the children.
- o. Ensuring that no persons smoke or use naked flames on the premises.
- p. Ensuring that at least 2 adults over the age of 21 are present at a teenage party.

Hire Duration:

Mon to Sat	9am to midnight (music can only be played until 11pm without an extended entertainment licence)
Sunday	9am to 11pm

Any variation to the above times will require the express permission of the Committee

- q. The cost of making good any damage caused to the premises, furniture, fittings & walls. **Nothing is to be stuck or stapled to the walls** only on baton and high hooks provided and must be removed after the event or this will mean your damage/cleaning deposit will not be returned. **Industrial staples prohibited**. Any damage should be reported to bookings@ardleywithfewcottvillagehall.com
 - r. Arranging and putting away tables, chairs and leaving the hall, including toilets, kitchen and any other rooms, free from rubbish, in a clean and tidy state, properly locked and secured with all lighting & heating switched off, unless otherwise directed. Remove rubbish (bottles can be recycled in bins provided in car park).
 - s. Under no circumstances may dry ice or any other gas be used as this may interfere with the smoke alarms.
 - t. Failure to vacate or clear the premises of any equipment at the conclusion of a letting may incur an additional charge at the discretion of the Committee.
 - u. The Committee do not accept liability for loss or damage to clothing or articles left on the premises.
 - v. The Community Hall Management Committee reserves the right to vary the hire charges and the conditions of hire at any time and without notice.
2. **Cancellations** - A clear 7 days prior to an event will not incur a cancellation charge. However, cancellations that occur within 7 days of an event will incur a cancellation charge of 50% of the booking fee.
- a. The Committee reserves the right to cancel the hiring in the event of the hall being required for use as a Polling Station for a Parliamentary, European or Local Government election or bye-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.
 - b. The Committee reserves the right to refuse a booking unless adequate adult supervision of the occasion is provided.
 - c. The Committee reserves the right to refuse a booking or to cancel the hiring agreement before the said date. Where this happens, the hirer shall be entitled to reimbursement of any monies given in regard to the hiring.

INFORMATION

Any complaints relating to the hire of the Community Hall should be made initially to the Booking Secretary.

If the matter is not resolved, complaints should be made in writing to the Playing Field Committee Secretary

secretary@ardleywithfewcottvillagehall.com

NOTE: THE HALL IS RUN BY VOLUNTEERS AND BELONGS TO THE RESIDENTS OF ARDLEY WITH FEWCOTT. PLEASE HELP US BY ENJOYING THE HALL AND KEEPING THIS GREAT FACILITY IN GOOD CONDITION.

ARDLEY WITH FEWCOTT VILLAGE HALL & RECREATION GROUND

Fire instructions

In the event of a fire, carry out the following drill in the order shown:

- Immediately evacuate the building.
- Call the emergency Services on 999 and ask for the Fire Brigade. The address is as follows:

Ardley with Fewcott Village Hall
 Ardley with Fewcott Playing Fields
 Ardley Road
 Ardley with Fewcott
 Oxfordshire
 OX27 7PA

- Gather all people attending your event in the car park and carry out a head-count to ensure that all are accounted for. Prevent anyone from re-entering the building.
- Contact a Committee member and inform them there is a fire in the village hall. Contact details as follows:

Chairman – 07841 041419
 Secretary – 01869 346650
 Bookings - 01869 346632 or 07788259632

Do not re-enter the building until given the all clear by a member of the attending Emergency Services or a member of the Committee.

Check List

Main Hall	
Wipe chairs & tables (if required) before stacking chairs and storing tables. <i>(important to remove children's paint/glue from surfaces as this can stain)</i>	
Remove rubbish, sweep & if required mop floor	
Make sure emergency exit doors are secure	
Switch off lights	
Kitchen (if used)	
Wipe all surfaces	
Wipe out microwave (if used)	
Wipe out ovens (if used)	
Wipe out Fridge (if used). <i>Do not leave any food item or ice inside</i>	
Empty and turn off kettles at wall	
Empty and unplug Urn (if used)	
Make sure windows are closed	
Sweep/mop floor	
Switch of lights	
Remove any rubbish & recycling in bins. <i>* Do not place rubbish in outside bins</i>	
Toilets	
Flush toilets	
Make sure taps are turned off	
Sweep/mop floors (if required)	
Close all windows	
Switch off lights	
Norman Fraser Suite (if used)	
Leave room as it was set up	
Make sure windows are closed	
Switch off lights & lock doors <i>Replace keys in key safe in Foyer</i>	
Foyer	
Hot water (if used) – turn off in cleaners cupboard	
Switch off lights (outside & internal)	
Lock main front door. <i>Return key into key safe and randomise numbers</i>	

***Ardley recycling centre approx ¼ mile away, towards Middleton Stoney.**
 Hope you have enjoyed using our facilities. If you have any comments you would like to share with us, please email bookings@ardleywithfewcottvillagehall.com

