



**COMMUNITY CENTRE, NEW ROAD, WOODSTOCK
HIRE OF ROOMS AT COMMUNITY CENTRE**

The maximum number of persons permitted in the Hall includes all those in the Hall administering and taking part in an event AND those who, of necessity, are in the building at the same time as the event. This number of persons must not be exceeded.

The building is NOT licensed for the sale of alcohol (see overleaf).

Dogs, other than Guide and Hearing dogs, are not allowed in the building.

Please read the fire regulations on the reverse of this form and the accompanying paper on Terms and Conditions for hire before completing this form.

A booking cannot be considered as confirmed until this form has been signed and received by the Town Clerk's Office and any requested deposit paid.

I/We (names).....

AddressPost Code

Tel number: Mobile:

Email:

Hereby apply to you for the hire of (*delete as appropriate):

Main Hall (close seating : 225 persons; dancing: 150 persons) Yes/No*

Use of Bar requested (the Centre is NOT licensed to sell alcohol): Yes/No*

Small Meeting Room (maximum 16 persons) Yes/No*

Use of Kitchen required (maximum 10 persons): Yes/No*
(The kitchen is not suitable for committee style meetings)

Use of audio system required Yes/No*
(The user must be available for a training session if he/she has not used the equipment before)

Date(s) rooms required (or attach a list of dates for which use requested).....

Start & End time (premises are licensed until 12pm)

If rooms are required on a regular basis please attach the list of dates.

Regular users cannot presume a booking is fixed unless the Town Clerk's office has been furnished with a list of the dates for which use is requested.

For the purpose of.....

For single events for charities and non-profit making organisations, insurance for the event is covered by the Town Council's policies. **Businesses, profit making groups and those hiring for a series of events must arrange their own Public Liability Insurance.**

I/We agree to pay any deposit requested immediately (A booking will not be confirmed until this form has been received signed and the deposit paid.) and the balance at least 28 days prior to the date of the event, together with a £150 damage deposit. The booking deposit is refundable minus a 10% administration fee only if the event is cancelled more than 28 days before the date booked. The damage deposit will be returned after the event if everything is in order.

I/We have studied and agree to abide by the fire regulations for the building (overleaf) and the other conditions for hire (see paper on Terms and Conditions of hire) **including obtaining Public Liability Insurance if indicated (see * above) for events.** We shall inform attendees/guests of emergency evacuation procedures.

The person(s) responsible for implementing the fire regulations and making guests aware of evacuation procedures will be

Signed: Date...../...../.....

Payment for this booking can be made by cheque, made payable to Woodstock Town Council, or by BACS transfer; A/C: Woodstock Town Council, A/C No: 20346388, Sort Code: 60-83-01.

SALE OF ALCOHOL

Those wishing to sell alcohol may obtain a Temporary Event Licence from West Oxfordshire District Council. Application for such a Temporary Event Licence can be made via www.westoxon.gov.uk under Temporary Event Licences or by an email application to community.service@westoxon.gov.uk but applications MUST be received by WODC at least ten working days before an event.

FIRE REGULATIONS

(Please also read the paper with more extensive instructions on hire of Community Centre)

The fire safety responsibilities of those leasing the building, or portion thereof, need to be clearly established as part of the contract of hire. It is an important part of the fire regulations that someone accepts the legal responsibilities for the fire regulations. The responsible person will need to take account of their lack of familiarity with the layout of the premises, the fire safety provisions and the duties of other responsible persons within the premises. There are emergency procedures and fire exits highlighted throughout the building. The responsible person must inform all attendees/guests of emergency evacuation procedures. No candles or naked flames are allowed anywhere in the building.

Fire alarms are situated:

Beside the exit doors:

1. By the main entrance at the end of the building off New Road
2. By the glass doors out of the main hall into the yard
3. By the exit outside the kitchen and small meeting room

Fire extinguishers are situated:

1. Outside the main hall at the bottom of the stairs
2. Behind the Bar
3. In the kitchen (also a fire blanket)
4. By the emergency exit near the kitchen

In case of fire:

On hearing the fire alarm all must leave the building as quickly as possible. The Community Centre fire alarm automatically alerts the Fire Station. Exit from the Main Hall is via the entrance doors and through the hallway or by the side French windows from the Main Hall. Exit from the kitchen and small committee room is via the back entrance into New Road or via the Main Hall.

The Assembly Point in case of emergency evacuation is across New Road

from the Community Centre in the area leading to the Football Club