

## CONDITIONS FOR HIRE OF ROOMS TOWN HALL, WOODSTOCK

### Hiring

1. All applications for the hire of the Hall must be in writing on the prescribed form (available from [www.woodstock-tc.gov.uk](http://www.woodstock-tc.gov.uk)) forwarded on completion by email of scanned signed copy of the application to [info@woodstock-tc.gov.uk](mailto:info@woodstock-tc.gov.uk) or hard copy to the Town Clerk's Office, Town Hall, Woodstock OX20 1SL. The Town Council reserves the right to demand full charges or a deposit at the time of the hiring. The room(s) will not be confirmed as booked until the form has been received as above and any charge and/or deposit requested at hiring has been paid. The person by whom this application form is signed shall be considered the hirer. Where a promoting organisation is named as the hirer that organisation shall be considered the hirer and shall be jointly and severally liable hereon with the person who signs the form. However the person signing the booking form shall be deemed the person by the Town Clerk as the person responsible for ensuring attendees are informed of fire safety procedures and Public Entertainments Licence strictures unless otherwise indicated on the booking form.
2. Fees are payable in full within thirty days of the date of sending the invoice except in the case of weddings where payment in full is required twenty eight days prior to the wedding. A damage deposit is required for each booking in advance. No refunds (other than the returnable damage/extra cleaning deposit) are given unless the booking is cancelled more than twenty eight days prior to the event, in which case a refund of fees minus a 10% administration charge will be given. Regular hirers should note the booking will be deemed as used unless the council is notified prior to the event and that notification is confirmed by the Town Hall office. If this is not done the hire will still be chargeable. Payment by BACS is preferable. The account details are on the invoice. Please quote the invoice number as a reference.
3. Apart from weddings, where access to the wedding venue is granted an hour before the wedding, the minimum period of hire is one hour and thirty minutes, which covers fifteen minutes set up time and fifteen minutes clearance. Hirers cannot expect to be admitted to the rooms until the time of booking. The hire of the hall does not entitle the hirer to use or enter the premises at any time other than the specific hours for which the hall is hired unless prior arrangements have been made with the Town Clerk.
4. The hirer shall comply with all conditions and regulations made in respect of the Hall by the Fire Authority and Local Authority Laws.
5. The rooms available for hire are the Assembly Room and the Kitchen. The Mayor's Parlour is one of the two wedding venues (the other being the Assembly Room). The Mayor's Parlour may be hired for other events on special request to the Town Clerk and permission being granted by the Mayor. If use of the Mayor's Parlour is granted for an occasion other than a wedding, charges will be made at the Town Council's discretion. Hire of any room at the Town Hall does not entitle the hirer to use the Front Hall for displays or stalls.
6. For weddings, the caretaker will set up the room being hired ready for the ceremony, including putting the chairs and tables in place. It is the responsibility of the hirer(s) to notify the Town Hall office of any specific requirements regarding the positioning of furniture. The Council does not provide wedding chair covers.

For other bookings, there are chairs and fold-up tables available for use at no extra charge. These are stored in the room opposite the Assembly Room upstairs. Hirers must make their own arrangements for putting out any furniture required and leave the room in the condition it was found on arrival at the end of the hire period. It may be possible for Council staff to assist with putting out furniture by prior arrangement for an agreed extra charge – please contact the Town Hall office for details.

### Sustainability

7. The Council recognises there is a Climate emergency and in accordance has agreed to support the aim of Sustainable Woodstock to make Woodstock a Single-Use Plastic-Bag-Free Town. The Council wishes to be proactive in reducing the effects of climate change and as part of this pledge encourages you to help with the eradication of single-use plastics as a hirer of this building. Listed below are suggestions for reducing disposables and plastics at this venue.

Whilst using this building, where possible,

- Avoid plastic straws or stirrers
- Deliver and remove all goods in reusable crates/bags
- Use recyclable paper products, eg napkins and serviettes
- Only use recyclable cups, cutlery & trays
- Provide food which has not been transported in materials which cannot be recycled
- Use tap water in re-usable bottles or provide jugs of tap water rather than providing 'bottled' water
- Make it possible for attendees to recycle waste created on the premises, ie. provide recycling and recyclable waste bags/bins
- **The use of biodegradeable confetti is permitted outside of the building only**

## Licences

8. All the conditions attached to the Public Entertainments Licence for the Hall shall be duly observed. A copy of such licences may be seen on application to the Town Clerk and the hirer shall be deemed to have read the conditions.
9. No copyright dramatic or musical work shall be performed or sung without the licence of the owner of the copyright. All such licences shall be produced to the Town Clerk before the commencement of the hiring. The hirer shall indemnify the owner of the hall against any infringement of copyright which may occur during the hiring.

## Fire Precautions

10. The maximum number of persons permitted upstairs in the Assembly Room **and** kitchen combined, at any one time is **sixty (60)** and similarly the maximum number permitted in the Mayor's Parlour and associated offices is **sixty (60)**. These numbers must be strictly observed.
11. The hirer shall take all proper measures to prevent the outbreak of fire .A responsible person must be named as undertaking familiarity with fire regulations and fire procedures, whereabouts of fire alarms, extinguishers and fire exits before any hiring is confirmed. It is this person's responsibility to ensure all guests are aware of emergency evacuation procedures.
12. No exits may be blocked, chairs or obstructions placed in corridors, or fire appliances tampered with or removed. **The entrance hall and staircase enclosure form the only means of escape from the upper floors and must be kept clear of obstructions and combustible materials at all times. All doorways in and out of the Mayor's Parlour and Town Clerk's office must similarly be kept clear of obstructions at all times.**
13. Fire Brigade shall be called to any outbreaks of fire however slight and details thereof shall be given to the Town Clerk and any other agent of Woodstock Town Council.
  - No lighted candles or other naked flames are permitted in the building.
  - No additional lights or extension from the existing electric or power fittings shall be used without previous consent of the Town Clerk. All electrical items must have current PAT test certification.
  - No cooking is allowed except on the equipment provided in the Town Hall kitchen. **If it is proposed to use the kitchen this must be included in the hiring arrangements.**
  - Highly flammable substances shall not be brought into or used in any part of the Hall.
  - No unauthorised heating appliances shall be used in the Hall without the consent of the Town Clerk.
  - No balloons filled with flammable gas are allowed on the premises.
  - No internal decorations of a combustible nature (eg polystyrene, cotton, wool) shall be erected without the consent of the Town Clerk.
  - No rear flame or gas cylinders for storage of air or other gases or liquids under pressure shall be used without the permission of the Town Council.

## Damage to buildings or property

14. The hirer is responsible for all damage to the Hall and adjacent premises of Woodstock Town Council and to any property in the Hall and such adjacent premises occurring during the period of hiring or while persons are entering or leaving the Hall pursuant to the hire, however and by whomsoever caused. The damage deposit, if requested, will be used to cover any extra cleaning required after the event as well as repair of damage to the building or its contents.
15. If the hire is for a single event for a non-profit making group, Town Hall insurance will cover the necessary insurance. All hires by profit making groups and businesses, as well as hire by non-profit making groups for a series of meetings, must obtain their own insurance to cover the events. In such cases the hirer shall effect adequate insurance to cover the following liabilities and produce evidence to the satisfaction of the Council as required. In such cases, hirers should ensure that their Public Liability policies include damage to premises under their control, as made clear in 16 below. The minimum Limit of Indemnity for this type of policy should not be less than £2,000,000.
16. The hirer shall be solely responsible and liable for loss or damage to Council premises, furniture, fixtures and other Council property of facilities both inside and outside the building, including adjacent furniture, such as planters which are Council property, which may be occasioned, done, or committed by reason of the hiring of the premises or any part thereof. The hirer shall be liable for and indemnify the Council against any claim in respect of death, injury, loss of or damage to property sustained by any person occurring during, or in consequence of, the hiring except in so far as such death, injury loss or damage may be caused by the negligent act of default of the Council or its servants or agents.
17. There is no licence for the sale of alcohol covering the Town Hall. Those wishing to sell alcohol should arrange a temporary licence to cover their events. Details of such licences can be found at [www.westoxon.gov.uk](http://www.westoxon.gov.uk) under Temporary Event Licences or an email application to [community.service@westoxon.gov.uk](mailto:community.service@westoxon.gov.uk). Application **MUST** be received by WODC **at least ten working days** before the event for which the licence is required.
18. No bolts, nails, tacks, screws, bits, pins, adhesive tape or other like object shall be attached or driven into any part of the Hall or adjacent furniture, such as planters, which is Council property. Nor shall any placards or other articles be fixed thereto without the consent of the Town Clerk.

## Other conditions of hire

19. No flags, emblems or other decorations shall be displayed outside any part of the Hall without the previous consent of the Town Clerk neither shall DAYGLO signs be displayed in the town centre or the approach to the town. The hirer shall remove any flag emblem or other decoration displayed in side the Hall if in the opinion of the Town Clerk it shall be unseemly or expose the Hall to an undue risk of fire or in the opinion of Woodstock Town Council or the Town Clerk is likely to lead to disturbance or a breach of the peace.
20. No part of the Hall shall be used for sale of carpets, electrical equipment or furniture or real property by auction or otherwise except with the written consent of the Town Clerk at booking.
21. Property of the hirer and hirer's agents must be removed one hour following the period of hiring or fees will be charged for each day or part of day until the same is removed unless there has been a specific request to the Town Clerk and agreement from the same that other arrangements are acceptable. Woodstock Town Council accepts no responsibility for any property left on the premises after the hiring. In the case of bazaars, jumble sales and any other occasion when property is brought to the premises for sale, property remaining unsold at the termination of the hiring will be considered to be the property of the hirer for purposes of this condition.
22. The hirer shall:
  - not sublet any part of the Hall
  - take proper measures to prevent the outbreak of fire
  - so control range and volume of any music singing or other noise as not to constitute an annoyance or nuisance
  - make good at the hirer's expense and indemnify the Council against any damage, loss, injury or claim whatsoever arising from the hiring.

- not sell or supply any excisable liquor unless a temporary licence which has been taken out by the hirer (see 15 above) and shall ensure that all attendees adhere strictly to the conditions of the licence.
- leave the Hall in a clean and orderly state at the expiration of the hiring, as stated on the booking form.
- prohibit the use of chewing gum on the premises.

23. Hirers should also note:

- There is a stair lift to the upper floors (Assembly Rooms, kitchen, ladies' toilet). The nearest toilets with full disabled access are about 50 yards from the Town Hall at the top of Brown's Lane by the Post Office.
- Use of the kitchen is only permitted if a request to use the kitchen has been brought in advance and any extra charge for using the premises incorporated into the hiring agreement.
- Washing up facilities are available on the mezzanine level situated adjacent to the ladies' toilet (if the kitchen is not available). Under no circumstances should crockery etc. be washed in the ladies'/gents' toilets.
- There is a total ban on all smoking within the building. Those smoking outside the Hall should do so away from the entrances and must not drop their cigarette butts on the ground but place them in one of the rubbish bins around town.
- Animals, other than Guide and Hearing Dogs, are not permitted on the premises.

24. The right of entry to the Hall is reserved to:

- The Town Clerk
- Any other agent of Woodstock Town Council
- Any Police Officer

This to apply at any time during the hiring

25. The hirer shall be responsible that good order is kept in the Hall. If the Council deem it fit, they may charge the hirer for any extra expense incurred in engaging police constables to preserve order prior to, during or after any entertainment or meeting in the Hall.

26. The Town Council is concerned that use of the premises should cause as little inconvenience to local residents as possible and therefore request the following:

- Hirers are requested to ensure that patrons park in designated parking spaces only and cause no obstruction in the town centre.
- All hirers are requested to ask their patrons to leave the premises and the town centre as quickly as possible at the end of any function. There may be other hirers taking over the rooms and, in the evening, the caretaker has to come and close the building and should not be kept waiting. Significant overstays to the hiring time will be charged at the hourly rate.
- At the end of the hiring the caretaker will be informed and she will inspect the various parts of the building which have been hired and any damage or defect arising from the hiring shall be noted. The hirer shall be free to accompany the caretaker in this process. The damage deposit may be used to cover extra cleaning necessitated by the event as well as for repair of damage incurred during the event.

I confirm I agree the above terms and conditions of hire.

Signed.....

Name (Block Capitals).....