

OXSHOTT VILLAGE CENTRE TERMS OF HIRE

Introduction

The hiring of a hall or any part of the Centre or its equipment is a contract between the hirer and the Trustees which creates obligations for both and is legally binding from the time that the application is accepted. The terms of hire are set out below. They constitute the offer by the Trustees on the basis of which it hires out the hall or equipment. By signing the Application Form the hirer warrants that he/she has read the terms and accepts them in their entirety.

Some of the terms of hire are required to comply with local authority regulations e.g. fire regulations and numbers permitted in each hall. These are, in the main, for the protection of the public. Others are for the benefit of other users of the Centre and local residents, e.g. the requirement not to make too much noise; or are for the mutual benefit of all hirers e.g. the care and storage of fixtures and equipment. The hirer may not accept the hire contract in part nor modify the contract without the prior agreement of the Trustees. This power is not given to the Bookings Secretary.

The hirer is responsible not only for his or her own conduct but also for the conduct of anyone who he or she allows on to the premises whether as contractor, helper, performer or guest.

The Trustees will use reasonable endeavours: :

- to ensure that the halls are fit for the purpose for which they are hired and that the hirer is made aware of the conditions regarding the use of the halls.
- to keep the fabric of the halls and the furnishings and equipment supplied in good condition.
- to ensure that services provided (e.g. water electricity, gas) are connected properly, maintained regularly, and are safe to use.
- to keep the halls and equipment in clean and lettable condition (if this is not the case the hirer must inform the Bookings Secretary before taking over responsibility for the hall or equipment - see General below).
- to provide the means of registering complaints of non-observance of the conditions of hire by others which has, or may have, inconvenienced the hirer or his/her guest.

The Hirer undertakes :

- to obtain any permit or licence which is required for the meeting, dance or other function which will be held during the hire and to pay any Alcohol and Performing Right Society fees due
- to comply with the Surrey County and Elmbridge Borough Councils' fire regulations and regulations for music, singing, dancing, alcohol etc.
- to advise the Bookings Secretary if music will be played
- to ensure that they have appropriate insurance cover for their activities on the premises and must satisfy themselves as to the adequacy of their public liability insurance.
- to limit the number of people admitted to the premises to Main Hall – 150 and Small Hall - 50
- to arrange that admission to a dance is by pre-sold tickets only and that these tickets are sold only to members of the club or group declared on the Application Form. (It follows from this that tickets may not be sold at the door or to the general public)
- to take specific steps to ensure that cars are parked only in the spaces which have been marked out and not in those reserved for use by others (e.g. the doctors', patients' and teachers' spaces)

- to use the kitchen properly and remove all rubbish (The kitchen is not let as part of either hall and it may be used by the hirers of both halls at the same time: The Trustees expect hirers to cooperate with each other in the use of the facilities and in tidying up.)
- to take care of and preserve all fixtures and equipment by:
 - a. returning all tables, chairs, and other equipment to their designated storage place;
 - b. washing up crockery, cutlery, pots and pans and leaving the kitchen clean and tidy.
 - c. not altering or overloading any light fitting or electrical switch or circuit,
 - d. not nailing, screwing, pinning or fastening anything to the walls or fittings;
 - e. turning off all lighting, heating, and electrical equipment before leaving the building (subject to not inconveniencing other hirers by doing so),
 - f. locking the doors (including the fire and emergency doors) securely whenever the premises are left;
 - g. taking care of the floors by avoiding spillages and by not scratching the floors by dragging things across them
 - h. reporting any faults to the Bookings Secretary as soon as they are discovered
 - i. to ensure that nothing is done which might lead to a risk to public safety, disorder, indecency, or a public nuisance, or disturb nearby residents and, in particular, to respect the privacy of the Medical Practice and its patients
 - j. to observe any conditions specified by the Trustees which may be of a temporary nature or required on a particular occasion
 - k. to pay the hire charge when the booking is accepted and to reimburse the Trustees for any damage or breakages incurred during the hire period as soon as notified

Hirers are responsible for claims by third parties arising from their activities on the premises and must satisfy themselves as to the adequacy of their public liability insurance.

General

In addition to these formal legal Terms of Hire, the Trustees asks hirers to support the spirit in which the Centre is run. The document "Getting the Best out of the Oxshott Village Centre" tells you what you need to know about the facilities and the standards which we ask you and your guests to observe. Please read this, even if you have used the Centre before. As we improve the facilities the document is altered to keep you up-to-date.

The staff retained to look after the Centre are not paid to clean and tidy up after each hiring because the cost of doing this would make the hire charge unacceptable to most hirers. So it is important to maintain good neighbourliness towards other hirers both by cooperating in the use of the kitchen and by returning furniture and equipment to its proper place at the end of your hire session regardless of where or in what state you find it.

If the halls or equipment are not satisfactory at the start of your session. please tell the Bookings Secretary (tel. 01372 841892). Wherever possible steps will be taken to put things right.

The Management Committee hopes that you will enjoy using the Oxshott Village Centre.

Oxshott Village Centre
19 Holtwood Road, Oxshott, Surrey, KT22 0QL