



## FRITWELL VILLAGE HALL TERMS AND CONDITIONS OF HIRE

### Booking the Hall

- You must be aged 21 or over to book the Hall.
- Priority will be given to repeat bookings (i.e. regular users) and local non-profit making/voluntary community groups/organisations.
- A deposit will be required from all hirers in addition to the Hire Charge – normally made by bank transfer during the booking process. The deposit will be returned / re-funded post-event provided all conditions of Hire are met, the Hall has been secured after use with keys returned to the key safe, and the condition of the Hall after use has been checked and approved as acceptable by a Trustee of the Village Hall CIO. Please see the range of required deposits below:
  - £50 for a Fritwell Organisation (recognised as such by Village Hall Trustees)
  - £100 for a Fritwell Resident
  - £200 for a non-Fritwell Resident or Organisation
- Trustees of the Village Hall CIO may, at their discretion, vary the size of the deposit up or down; for example depending on the nature of the event booked. Where the deposit is made by cheque; Officers, at their discretion, may also require the cheque to be cleared in advance before access to the Hall is allowed.
- As a condition of booking, all private hirers must present 2 forms of personal identification, as directed on the Booking Form, to a Trustee of the Village Hall CIO prior to their event. These must be:
  - An official Photo ID – i.e. A Driving License or Passport
  - Current Utility Bill - showing a current address for the Hirer
- Any event which will be predominantly attended by children, or young adults aged below 21, must be declared at the time of booking and supervised by a nominated adult aged over 21. That adult must attend the whole of the event and will be responsible for the safety and conduct of any attendees; and for ensuring that alcohol is not supplied to, or consumed, by attendees below the age of 18. The contact details of the nominated adult must be supplied at the

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time of booking and will be subject to verification. The nominated adult may also be asked to provide 2 forms of personal identification to a Trustee of the Village Hall CIO.

- The Village Hall has a Safeguarding Policy in regard of children and vulnerable adults. As a Village Hall hirer, you will be deemed to have accepted the terms and responsibilities of our Safeguarding policy (if applicable to your hire – see below) which can be downloaded from the Bookings page of the website. It will be the responsibility of any organisation, user group or individual providing activities primarily involving children to provide evidence of a Safeguarding Policy and/or DBS checks. This requirement will not apply in the following situations:
  - When the hiring organisation might reasonably be expected to have fulfilled DBS requirements (such as schools and national associations like scouting)
  - For personal, non-commercial events like birthday parties where the parents of children are present (for such events, hirers should themselves be satisfied with safeguarding arrangements for anyone supplying, for example, entertainment or transport) or unpaid arrangements like looking after a friend's child (such as a mother and baby group)
  - Where the activity is not being provided primarily for children, or where it is reasonable to assume that any children will be accompanied by a responsible adult.

**Licence:**

- The Hall premises are licensed for public entertainment and the sale of alcohol.
- Trustees of the Village Hall CIO must give their express permission for events to be covered by all or part of the Village Hall license.
- All other hirers, who intend to sell alcohol or provide music or entertainment at their event, must apply for a separate Temporary Event Notice in the hirers'

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name. Any Temporary Event Notice must be seen and agreed by a Trustee of Fritwell Village Hall CIO prior to the booked event taking place.

- NB/ Information relating to Temporary Event Notice (TEN) and applying for one (Cost £21) can be found on the Cherwell District Council Web Site:
  - <https://www.cherwell.gov.uk/directory-record/1860/temporary-event-notice>
- The Village Hall premises should not be open on any day for any public entertainment at any time before 11.00am or after 11.00pm (12 midnight on a Saturday or Sunday), unless otherwise permitted under a Temporary Event Notice.
- The maximum number of persons present on the premises (inside the Hall) on any one occasion should be limited to 110 for a standing event or 70 for an all seated event under normal operating conditions.
- Alcohol must not be sold on the premises without the prior written authorisation of a Village Hall Officer.

### **Access to the Hall**

- We have a key safe on the front of the Village Hall. The keys to the Hall will be in the key safe. Once your booking has been confirmed and paid for, you will be sent the code for the key safe to access the keys. You must lock the Hall and leave the keys in the key safe after your event, remembering to turn the numbers so the code is not showing. The Key code is changed regularly.
- Failure to secure the Hall properly after any usage will result in forfeiture of your deposit.
- Trustees of the Village Hall CIO may, at their discretion, require Hirers to provide Security personnel to manage access to the Village Hall and grounds during an event. The Security personnel must be from a reputable Company recommended or accepted by a Village Hall Trustee. The Hirer will be responsible for all the costs incurred in the provision of such Security personnel.
- Trustees of the Village Hall CIO may at their discretion require Hirers to restrict

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access to the Hall and grounds during an event to legitimate ticket holding attendees.

**General:**

- Responsibility for the Village Hall premises and the keys to the premises rests with the hirer during the agreed period for which access is granted.
- Heating is included in the cost of hire and can be turned on as required. This is done by tapping the “boost” switch on the unit on the wall (near the Ladies toilet). This will run for the period set by you (number of taps) on the timer. Max 2 hours. So a hirer may well need to do this again during a rental period. Hirers are advised to allow sufficient time to warm the areas to be used. Tapping the “Boost switch” at the end of the Hall rental, so no time is shown will switch off the heating. The individual heaters do not need to be switched off after Hall rental. However, Hirers are reminded to check that all other electrical appliances (including lights) are turned off before they leave the Hall.
- At the time of booking, you must also provide details of any equipment that you intend to bring to the Hall and/or grounds – for example: Bouncy Castles (or other inflatable play equipment), Electronic Equipment and Electrical Catering Equipment (*NB/ This list is not exhaustive*).
- A Trustee must give permission before any internal decorations that may contain combustible materials are used. Hirers must ensure that any allowed decorations are not placed near light fittings or heaters
- Highly flammable substances should not be brought into, or used, in any part of the premises without the express permission of a Trustee.
- Responsibility and liability for the use and safety of any equipment brought onto the premises by the hirer rests entirely with the hirer. The hirer must also have, and be able to provide evidence of on request, the appropriate insurance for equipment brought to the Hall providing cover against any potential claims for injury or loss. Similarly the Hirer must have any appropriate safety certificates for such equipment. For example, if any electrical equipment is being brought in by the Hirer, the equipment must be covered by current PAT (Portable Appliance

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Testing) certificates. The certificates may need to be produced before equipment is brought to the Hall.

- No apparatus or equipment can be left on the premises without prior agreement. Such agreement is unlikely to be forthcoming due to the extremely limited storage space available at the Hall.
- No responsibility will be accepted for loss of, or damage to, personal effects or cars and their contents left on the premises.
- No posters or advertisements may be affixed to any part of the Village Hall without prior permission.
- Fritwell Village Hall fully supports Challenge 25. Any person seeking to buy alcohol at the Village Hall, who appears to be below the age of 25, may be asked to provide proof of their age to show they are legally entitled to purchase and consume alcohol.
- All cases of deliberate damage or anti-social behaviour will be reported to the Police.
- The possession, use or supply of illegal drugs (i.e. whose production or use is prohibited by legislation) is strictly prohibited in Fritwell Village Hall and grounds. The Police will be informed of all cases where illegal drugs are brought to Fritwell Village Hall or grounds.

### **Being A Good Neighbour**

Fritwell Village Hall is run by Fritwell people for the benefit of Fritwell people; so the CIO places particular importance on being a good neighbour to local residents. Hirers are asked to ensure that they are considerate to the needs of our neighbours when they use the Hall. Do not make excessive noise when entering or leaving the Hall premises and observe the conditions of the Hall license, or your Temporary Event Notice, when playing music during an event (see the Noise Nuisance Remedial Plan below).

*Noise Nuisance Remedial Plan: The Hall license, or any Temporary Event Notice will only apply to the Hall and not to the grounds to the front and rear of the Hall. All doors and*

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*windows are to remain closed during the event. An attendant should periodically check the surrounding outside areas during events to monitor noise levels at the premises. Appropriate action should be taken to reduce noise levels if noise is clearly audible. No music should be played outside of the Hall, unless specifically permitted by the Hall License or a Temporary Event Notice. If a complaint is received it should be dealt with immediately and courteously and details of the complaint and any action taken MUST be reported to a Trustee of the Village Hall CIO.*

**Please note, your deposit will be forfeit in all cases where excessive noise, anti-social behaviour, damage or any disturbance which affects our neighbours is reported.**

**Cleaning:**

There will be no additional charge for cleaning provided all facilities are left clean, tidy and in good repair. **There is A Hirers Checklist for leaving the hall to assist you. This is available to download from the website and posted in the kitchen.** Chairs and tables must be re-stacked **and all refuse (all general waste, recyclables, bottles / glass) must be collected and taken away.** In the event the Hall is left in a poor state (i.e. not clean or tidy having sustained damage to the fabric of the building or to goods provided for the use of hirers such as tables, chairs & kitchen equipment etc.) the Village Hall CIO reserves the right to levy a charge against the hirer which it considers appropriate. The charge would be recovered in the first instance from your deposit - but if the costs are greater than your deposit, you would be requested to pay the difference. ***Hirers are deemed to have agreed to make any such payment reasonably requested.***

**Fire/Emergency Safety: Important Instructions:**

It is the hirer's responsibility to read carefully the instructions provided on fire/emergency safety to familiarise themselves with the appropriate procedure (see notice board inside the Hall). The hirer must either take personal responsibility for the health and safety of people attending their event or must delegate this duty to another appropriate person attending the event. Hirers are required to familiarise themselves

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with the Fritwell Village Hall Health and Safety Policy, which is available on the Village Hall website. Please note that children should always be supervised and never left alone, whilst they are in the kitchen.

The Village Hall accepts no responsibility for damage or injury to property or persons attending an event at the Village Hall. It is the hirer's responsibility to ensure there is no misuse of the facilities and that the fire exits are illuminated and kept clear for easy access. There is a first aid kit and accident book on the wall in the kitchen. Fire extinguishers and blanket are marked.

**FRITWELL VILLAGE HALL CIO Terms & Conditions of Hire March 2022 V1.8  
Reviewed/Updated February 2024 V1.9**

Signed by Hall Hirer/(Name of Organisation/Signee's role in organisation if relevant)/Tel number/email/address & Date

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