

Oundle Town Council Hall and Room Hire Booking Conditions

All hirers need to accept these Hire Booking Conditions and make payment in full for the booking of the facilities before the event. The Hire Conditions must be completed by a person 25 years or over.

A £100 refundable deposit for any hire which includes the sale of alcohol is required. Special conditions apply to functions where alcohol is to be consumed and an alcohol license must be purchased at the time of booking. The deposit will be refunded in full provided the facilities are in order following the booking.

If the Hirer wishes to cancel the booking before the date of the event then no refund will be granted if less than 2 working days' notice is given. If two weeks notice is given, a refund will be issued if the facility has been re-hired. Cancellations providing more than two weeks notice will be refunded in full.

Hirers are charged for the actual time booked which **must** include the time needed to set up and clear the booked facility. No post use amendments will be made as a result of hirers leaving early or having poor attendance etc. Should exclusive use of the premises be required, payment for the full facility must be made.

Oundle Town Council reserves the right to cancel any letting at any time should they require the use of the facility, in the rare event of an emergency or should the facility be in such condition to cause it to be unusable.

Oundle Town Council will endeavor to give reasonable notice of any cancellation and in any such event any payment made by the hirer to Oundle Town Council will be refunded, but the Council shall not be liable to pay compensation to any person in respect of a cancellation of a letting.

The hirer is reminded that they are responsible for:

Security and Health & Safety:

Preservation of order during the function.

Damage to the facility, furniture or fittings or any other property of Oundle Town Council during the period of hire and the expense of making good the same. Hirers should not be allowed to use any sort of tape or blue/white tack adhesive on the floor or walls.

The movement of furniture or the use of extra furniture, stage extensions etc. must not cause damage to any part of the facility.

Paint spills and damage should be cleaned up quickly and reported to Oundle Town Council. Dust sheets must be used at all times.

Oundle Town Council shall not be liable for personal injury or any loss or damage for any items brought into or left in the facility.

The hirer should at all times be responsible for all claims, damages and any expenses incurred from their hire.

No smoking allowed throughout the building.

The hirer is responsible for ensuring that they are familiar with all fire procedures and exits and for the Health & Safety of anyone on the premises as a result of their booking.

The hirer shall ensure that all gangways, exit doors and stairways for public access be kept clear of obstruction.

The use of naked flame, smoke machines, lasers and pyrotechnics is only permitted by prior approval of the ENC Environmental Health Team.

Sound and Music:

The hirer is responsible for adhering to all conditions of the Performing Rights Society where any music in any form is part of the event. The noise from the facility must be kept to a reasonable level for a residential area. No sound should emit from the premises so to cause undue nuisance.

Food and Drink:

It is the hirer's legal duty that any food production or consumption must comply with food safety and hygiene regulations.

Selling of alcohol must finish at 11.30pm. Consumption of alcohol must be finished by 11.40pm.

Hirers must comply with all current licensing regulations applicable to the premises and their own licenses obtained for the event.

Clearing Up:

The hirer shall leave the facility in a clean and tidy condition. All rubbish must be swept up, bagged for disposal and put out by bins and all furniture returned to its original place.

Hirers must leave the facility by midnight. It is possible to negotiate clearing up the next day if required for which a charge may be made.

Please note that these conditions are also issued on behalf of The Queen Victoria Hall Trust for which Oundle Town Council are Trustees.