

## CHARGES FOR HIRE OF ALL SAINTS' YOUTH & COMMUNITY HALL

These rates apply from 10 May 2021. All bookings must include set-up and clear-up time. Bookings will be booked back to back to ensure maximum use of the facilities.

All functions must be terminated by 11 p.m. unless alternative arrangements have been separately agreed by the Youth & Community Hall Management Committee.

All waste needs to be removed immediately after the hire period, the rooms tidied and the floors swept. Please note that additional charges will be incurred if the rooms are not left in a clean condition for the next hirer.

### Charges are per hour

Bookable in 15 min slots after initial minimum period

Minimum hire	1 hour
Main Hall	£13
Kneller Room	£9
Clements Room	£8
Kitchen	£2 (not for individual hire - must be hired with another room)

### Cancellation

- No charge if cancelled 10 working days or more before a booking
- With less notice, the full amount will be forfeited

### Payment Terms

- For a single booking, 100% of the hire fee is due 14 working days before the event
- This can be paid by BACS, cheque or cash
- All bookings made less than 14 days in advance of the hire date must be paid in cash or by BACS
- For regular users special arrangements may be made for payments at the discretion of the Youth & Community Hall
- Late payment of invoices by regular users will incur a £10 fee per invoice not paid on time, to be added to the next invoice

### Deposit

- A cash deposit of £100 is required for all bookings
- If the hall is not left in an acceptable condition, deductions will be made before the deposit is returned. These deductions represent the cost of paying overtime to our cleaning staff or senior key-holder

#### Indicative deductions are:

- rubbish disposal £30
  - cooker cleaning £50
  - microwave cleaning £20
  - sink/draining board clearing £10
  - emptying fridge and clearing surfaces of anything left behind £10
  - general cleaning of floors and toilets if left in an unreasonable state £50
  - helium balloon removal £10
  - alarm set-off (if doors or windows are not shut properly) £30
  - inappropriate discharge of fire extinguishers (per extinguisher) £100
- If damages are incurred the deposit will be retained to the cost of repairs
  - Severe damage will be charged separately after quotes for repairs have been received. The

Management Committee shall be the sole judge of the damage done and the amount thereof. The onus is on the hirer to prove that the Premises were left in a good, clean condition, if there is any complaint by another user

- Deductions for any breakages will also be retained from the deposit
- Any articles or property belonging to the Youth and Community Hall that may be found to be lost or missing from the Hire Accommodation during or after the hiring shall be paid for by the Hirer

#### **Alcohol Licence**

- The Premises do not have a licence for the sale of alcohol
- No alcohol can be sold unless the hirer has confirmed with the Management Committee that they will authorise the hirer to obtain an alcohol licence (TENS) for the event. Licence cost is £21 (2019), obtained from South Oxfordshire District Council once the Management Committee has given approval

#### **Kitchen/Cooker**

- The kitchen is for making and serving light refreshments
- It is not a fully equipped catering kitchen
- There is no facility to dispose of waste, including food waste so please take all rubbish away with you
- The kitchen has shared access and may be used by other hirers

#### **The Foyer**

- The foyer is designed to provide a shared space available to all users of the building. The toilets are similarly available to all users
- If you want absolute exclusivity, then you must hire all the rooms
- Access is required for the office staff at all times

#### **Use of audio equipment in Main Hall**

- The Premises hold a music licence for playing pre-recorded music
- You are encouraged to make sure you know how to use the equipment in advance of your event, and to request a Youth & Community Hall representative to show you how to use it. The equipment is in a locked cupboard and you will be given a key if required

#### **Amplified Music** (e.g. bands and discos)

- Sound-proofing has been incorporated in the building to minimise the effects of sound travel but we reserve the right not to accept a second booking involving amplified music, if there is already such a booking in one of the rooms

End. AS21.02