

## **Contract for Hire of Upper Heyford Reading Room**

**The Green, Upper Heyford OX25 5LG**

**The undersigned hereby agree to abide by the following rules and acknowledge the briefing outlined below as a condition of Reading Room hire:**

**Parking:** There is authorised parking for nine (9) vehicles on the Green. Parking should be as shown on the attached diagram. Further parking is available on Church Lane – continue down High Street and turn left, parking on the verge adjacent church.

**Noise:** The Reading Room is in a residential area. Hirers are to ensure that noise is kept to a reasonable level. In particular:

- No amplified music
- Outdoor music by prior arrangement only
- Reduction in outdoor noise levels after 8 PM

**Smoking:** No smoking is allowed in any part of the Reading Room. Those smoking outside will ensure that materials are deposited in the receptacle provided.

**Cleaning:** A £25 cleaning deposit will be required for all private parties and for other hirers at the management's discretion. A refundable £100 cash deposit may be required for private functions. Hirers will ensure that the Reading Room is returned to a clean condition after the hire. As a minimum:

- All rubbish collected and deposited in bins at rear of building
- Kitchen clean and cutlery/dishes cleaned, dried and put away
- Tables and chairs wiped clean and returned to storage location
- Floor swept and any sticky spots removed
- Patio swept if applicable
- Toilet and cloakroom sinks clean, floor clean
- No food, or hirers equipment will be stored at the Reading Room

*The Parish Amenities Management Committee reserves the right to retain all or a portion of hirers deposit if these conditions are not met. For a fee of £25, the Committee will contract for cleaning on behalf of the hirer.*

## Use of the Facility:

- Any deposits required must be paid prior to or at the event. Cheques should be made payable to 'Upper Heyford Parish Council';
- The attached inventory lists furniture and accessories available at the Reading Room. Additional furniture can be provided by prior arrangement;
- The facility is not available for 21st birthday parties or similar functions. Hire for any event is at the discretion of the Committee;
- Sale of alcohol is prohibited without a TEN license obtained from the Council. It is the hirer's responsibility to obtain such a license and to show it to a member of the Parish Council, or the Booking Clerk prior to the event;
- No hangings or posters on the walls please;
- Access to the premises is via a key to be found in a key safe to the right of the main door. The code to the safe will be shown in the hire agreement. Please return the key to the safe and scramble the combination when finished.
- The Committee requests hirers discourage the wearing of metal tipped stiletto heels as they can damage the floor;
- The heating, oven and all electrical outlets are controlled by a key card, which will be found in the cutlery draw in the kitchen. The card should be inserted into the slot and situated on the wall behind the kitchen door. Please remove the card once finished, and return to the drawer prior to exiting the building. The hire fees *include* the cost of electricity.
- The main door and French doors both have mechanisms to hold them open if desired. Please be careful to not force the closure of these doors;
- The lights in the main hall can be turned on and off in banks of four and both the overhead lights and back lighters are dimmable. The dimmer switches are adjacent to the kitchen entrance. The main overhead lights can also be turned off from outside the entrance to the main hall. **Caution:** Ensure that back lighters on wall are off, and not just dimmed;
- The first light switch on your right as you enter the foyer controls the PIR light over the entrance. This should not be operated as it is set to come on and go off automatically from dusk;
- Under the kitchen sink is a slide up door on the left which gives access to the main water cut-off valve should there be an emergency.

**Hirer Name:**

**Contact Number:**

**Signature**

## **Reading Room Inventory**

### **Furniture:**

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- Six tables, each seating a maximum of eight
- 20 chairs

### **Cleaning Material**

- Mop and Bucket
- Broom
- Toilet cleaner and brush
- Toilet paper
- Dishwashing liquid
- Disinfectant liquid
- Handwashing liquid
- Jaywipe clothes, Note: no tea towels are provided
- Small bins, kitchen and toilet
- Bin liners

### **Kitchenware:**

**Note:** There is an oven at the Reading Room but no fridge or hob

- Two white Morphy Richards kettles
- Two white plastic cutting boards
- 48 ten inch plates
- 11 small plates
- 33 tea/coffee mugs
- 30 wine glasses
- 26 knives & 26 forks
- 30 T/soup spoons
- 12 teaspoons
- Three soup ladles

## **Fees:**

Hiring fees include electricity charges and heating costs. The fees are standardised year round. Hirers will be charged for one hour set up and cleaning time. Charges will apply in ½ hour increments;

A cleaning deposit of £25 is required (at the Committee's discretion). A higher deposit may be required for some functions.

### **Parish Resident Hire Charges:**

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|------------------------------|-------------|---------------------|
| ○ Parish Groups:             | £6 per hour | (£8 from Nov 2022)  |
| ○ Parish Fund Raising Events | £6 per hour | (£8 from Nov 2022)  |
| ○ St Mary's Church Events    | £6 per hour | (£8 from Nov 2022)  |
| ○ Private Parties            | £8 per hour | (£10 from Nov 2022) |

### **Other Hirers:**

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|-----------------------------|--------------|---------------------|
| ○ Non Resident Groups       | £8 per hour  | (£12 from Nov 2022) |
| ○ Non Resident Fund Raising | £8 per hour  | (£12 from Nov 2022) |
| ○ Private Parties           | £10 per hour | (£12 from Nov 2022) |
| ○ Commercial/Business hire  | £10 per hour | (£12 from Nov 2022) |

