

**UPPER HEYFORD VILLAGE HALL**  
**SOMERTON ROAD, UPPER HEYFORD, OXFORDSHIRE OX25 5LB**  
Email:vhire@upperheyford.com

(The village hall is managed by the Village Amenities Management Committee (the Committee). It is a registered charity (No 304385) and hired at the discretion of the Committee).

## HIRE AGREEMENT UPPER HEYFORD VILLAGE HALL

Maximum venue capacities: Standing: 100/ Seated not at tables: 90/ Seated at tables: 80 (COVID half these numbers)

The hirer (undersigned) hereby agrees to abide by the Conditions of Hire listed in this Agreement.

HIRER'S CONTACT DETAILS	
Full Name of Hirer:	
Contact Address:	
Telephone Number:	
Email Address:	
Hirer's Signature and Date:	
AGREED HIRE CHARGES	
(To be completed by Parish Amenities Management Committee Representative)	
Date/s & Duration of Hire:	
Hour/Daily Hire Charge:	
Deposit (refundable):	
Description of Event:	
Additional Requirements:	TENS License Y/ N    Additional Appliances Y/N    Cleaning Y/N
Meter Readings (if applicable)	
Representative's Signature:	

### CONDITIONS OF HIRE

**Hire Charges:** Hire charges will be levied from the time at which the hirer takes receipt of the keys to the building, until such time as the keys are returned to the nominated Village Hall representative. In the case of hirers who permanently hold keys, the period that they require the hall (including sufficient time to set-up and tidy-up) must be agreed with the nominated Village Hall representative at the time of the booking.

**Deposit:** A £35 cleaning deposit will be required from all hirers and an additional £100 deposit will be required from private and commercial hirers (refer to "Hire Charges" sheet for details). Hirers will ensure that the hall is returned to a clean condition after the hire, properly locked, secured and the electricity turned off. As a minimum, the following is required:

**To ADHERE TO COVID REQUIREMENTS as set out in Cleaning Regime for Hirer.**

- All rubbish and non-glass recyclable separately deposited in the applicable external bins provided.**
- Recyclable glass to be removed from the premises and recycled off-site.**
- Kitchen/s cleaned and cutlery/dishes washed up, dried and put away correctly.**
- Tables and chairs wiped clean and returned to the designated storage section.**
- Floors thoroughly cleaned.**
- Patio/external area swept if applicable.**
- Toilet (s) and cloakroom sinks and floors to be cleaned.**
- No food or hirer's property to be left on the premises except by prior agreement.**
- Main electricity key switched off (front porch) and heaters switched off (bar area cupboard).**

**Retention of Deposit:** The Committee reserves the right to retain all or a proportion of the deposit if the Conditions of Hire are not met. Please note: Deposits shall not be returned until the venue has been checked. This may not occur immediately after an event. For £35 (approx.), the Committee can arrange for the venue to be cleaned on your behalf.

**Capacity:** Maximum venue capacities (listed overleaf) must not be exceeded.

**Care of Floor:** THE HALL FLOOR HAS NOW BEEN REFURBISHED AT SIGNIFICANT COST. Particular care must be taken of the floor and Hirers are asked to discourage the wearing of foot wear which could damage the wooden floor, e.g., metal tipped stiletto heels or tap shoes.

**Care of Walls:** Hirers may not use cellotape or similar high tack materials to fix items to the walls, or any surface which may be marked or damaged as a result.

**Age:** All persons hiring the hall must be over 21 years of age. **Dogs:** Guide dogs and Assistance dogs only

**Hours of Use:** The hall is in a residential area and activities must end before midnight (except New Year's Eve – extension to 1am). The hirer may continue to occupy the hall after midnight but only to clean up.

**Noise Levels:** Hirers must ensure noise is kept to a reasonable level and respect given to the occupiers of nearby properties. Outdoor music by prior arrangement only.

**Smoking:** No smoking is permitted in any part of the building. Those smoking outside will ensure that all materials are deposited in the receptacle provided.

**Parking:** Parking must be limited to the car park and the hirer will be responsible for the supervision of car parking arrangements so as to avoid obstruction of the highway.

**Alcohol License:** The sale of alcohol is prohibited unless a Temporary Event Notice (TEN) is obtained from Cherwell District Council for the hall. It is the hirer's responsibility to obtain such a license and to supply a copy to the Village Hall Representative prior to the release of the keys.

**Purpose of Hire:** The venue is not available for 21<sup>st</sup> birthday parties or similar events. The hirer shall not use the premises for any purpose other than that agreed when hiring the hall, nor can the hirer sub-hire the hall or allow its use by third parties.

**Compensation for Loss/Damage:** The hirer shall compensate the Committee for the cost of repair or any loss/damage done to any part of the premises, including the enclosed area immediately surrounding the venue and the contents of the building, which occurs during the period of the hire and which is as a result of the hire.

**Insurance:** The Committee is insured for legal liability for accidental injury to third parties, or for damage to their property arising from use by the hirer of the hall, where the Committee is deemed to be at fault and the use of the hall by the hirer is for non-commercial purposes. NB: It is the responsibility of the hirer to consider whether they need any additional insurance cover and they must ensure that any commercial organisation engaged by them, such as a caterer, has appropriate third party/public liability cover.

**Venue Supervision:** The hirer will, during the period of the hire, be responsible for the supervision of the premises, the fabric and contents, their care, safety from damage and the behaviour of all persons using the premises, including the car park.

**Health and Safety:** The hirer must conform to the requirements of the latest Health and Safety legislation in respect of the building and activities taking place. The hirer will be responsible for familiarising themselves in the following matters:

- a. The action taken in the event of fire, including evacuation procedures.
- b. The location and use of fire equipment.
- c. The location of escape routes and the need to ensure they are kept clear at all times.
- d. Methods of operation of escape door fastenings.

**Flammable Materials:** No highly flammable substances or internal decorations of a combustible nature (e.g., polystyrene or cotton wool), shall be brought into or used in any part of the building.

**Additional Heating/Electrical Appliances:** No additional heating/large electrical appliances shall be used on the premises without prior approval by the Committee. Hire charges may be modified accordingly. Please refer to the "Hire Charges" sheet for further information.

**Personal Property:** The Committee shall not be responsible for property left in the building or cars.

UPPER HEYFORD VILLAGE HALL  
**GROUP CLEANING SCHEDULE**

**Reduce COVID risks**

**Checklist for the Village Hall.**

Group leader to provide hand sanitiser, Anti-bacterial spray, paper towel for cleaning and mop for floor (if you use the floor without shoes on).

Village Hall will provide broom, dustpan and bin liners in the cupboard. And washing up liquid and anti-bacterial spray in the kitchens. Anti-bacterial hand wash, toilet paper, toilet cleaner and brush in toilets. These will be checked and replenished weekly.

**AFTER GROUP/HIRE HAS FINISHED**

<b>Checklist</b>	
Wipe over kitchen surfaces you use	
Wipe over all door handles you use	
Wipe light switches	
Wipe sinks, toilet seats and flush lever in toilets	
Wipe over any tables that were used and put them away	
Sweep (& mop floor if users barefoot) in both main room and toilets	
Remove used bin liners and replace with those provided	
Close doors and any open windows, turn off electricity key in front entrance and lock front door.	

**Thank you**