

OASIS FAMILY CHURCH WITNEY

TERMS AND CONDITIONS OF HIRE OF CEEWOOD HALL, WITNEY

- 22) The church's Child Protection Statement is available upon request. Where the hire of the premises involves persons under the age of 18 years, or vulnerable adults, the hirer hereby agrees to abide by the Statement unless they are, for example, a uniformed organisation that is let a room on the premises and they have their own child protection policy or equivalent.
- 23) Where the application is for a regular hiring of the premises and the purpose for which the premises is hired involves either children/young persons or vulnerable adults then the hirer shall, in accordance with Oasis Family Church's Child Protection Policy, where they have their own policy or equivalent, shall upon request, provide a copy of the said policy or similar document covering working with such persons, to the Administrator when returning the application to hire the premises.
- 24) Further, where the application is for a regular hiring, the Hirer hereby confirms that they are fully aware of the principles contained in the Home Office Code of Practice "Safe from Harm" and undertake to adopt the recommended practice in all work with children and young people under the age of 18 years.
- 25) All hirings of the premises are at the discretion of Oasis Family Church and the Church Trustees reserve the right at all times to decline any application that they deem to be an unsuitable use of the premises. In such circumstances, there is no obligation on the part of the Trustees to provide an explanation regarding the refusal to hire.
- 26) A hiring may be for one specific date or may be for a regular booking, such as weekly. In all cases, no regular booking shall be accepted for more than 12 months at a time. All renewals of regular bookings will be subject to the completion of a fresh application form.
- 27) Any variation to the foregoing terms and conditions of hire will be by special application for agreement with Oasis Family Church Witney.

Any enquiry concerning these terms and conditions should be made to:

Graeme Dale
The Oasis Centre
11 Fettiplace Road
Witney, OX28 5AP
Email: graeme@oasisfamilychurch.co.uk
Telephone: 01993 200343

Revised: 1 December 2016

- 1) The scale of charges for letting of the rooms and facilities at Ceewood Hall are as set out in the Schedule of charges which is available upon request.
- 2) Hirers are required to pay the letting charge in full no later than the date for which the event is booked unless otherwise agreed. A deposit of £100 must be left to ensure the premises and contents are left in an acceptable condition and keys are returned.
- 3) Oasis Family Church Witney will honour any letting charge agreed once a booking has been confirmed. Otherwise, the Church reserves the right to vary the letting charges subject to the giving of one month's notice of such changes. The notice will be published on the notice board in the front foyer at Ceewood Hall and such publication will be deemed sufficient notice of the planned changes.
- 4) The period of hire should include any time required for setting up and clearing away and should not be solely for the duration of the event itself.
- 5) Where considerable preparation on the part of Oasis Family Church Witney is required, the church reserves the right to charge a further 30 minutes on top of the agreed hire period.
- 6) The Church will always be appreciative of as much notice as possible of cancellation of a booking being given. Where this takes place less than seven days before the scheduled hire date, the Church reserves the right to charge up to 50% of the original hire fee.
- 7)
 - a) No event shall be advertised, privately or publicly, until notification in writing concerning the hiring has been received by the hirer.
 - b) No event shall be advertised in any written means publicly, until Oasis Family Church has seen and approved the literature.
 - c) Hirers are reminded that it is an offence under the Town and Country Planning Act 1971, to display advertisements without the consent of the District Planning Authority.
- 8)
 - a) No alcoholic drinks are to be sold on the premises under any circumstances
 - b) Where the provision of alcoholic drinks is required at an event, for example a wedding reception or similar, the prior permission must be sought and obtained from Oasis Family Church. Such provision should not be presumed in advance of it being granted.

- c) No alcoholic drinks will be permitted at any event open to the general public.
 - d) No smoking is permitted anywhere on the property at any time in accordance with English Law
- 9) Where the event being held is open to the general public then the hirer must provide stewards as follows:
- a) Dances – 3 stewards
 - b) Discos – 3 stewards
 - c) Seated audiences – 2 stewards
- In addition to the stewards, there must also be a person responsible for receipt of tickets/money and for overseeing the cloakrooms.
- 10) Hirers of Ceewood Hall, and their guests may park their vehicles in the car park behind the Rowing Machine public house. It should be noted that neither Oasis Family Church Witney nor the Rowing Machine Public House can accept any responsibility for any vehicles using the car park and so any such vehicles entering the car park do so entirely at their owners/drivers risk
- 11) Oasis Family Church Witney does not provide third party public liability insurance. It is therefore the sole responsibility of the hirer to ensure that such cover is arranged. Where specifically requested the Hirer must provide details of the cover held to the Church Administrator.
- 12) The hirer shall:-
- a) Repay to Oasis Family Church Witney on demand the cost of reinstating or replacing any parts of the building including any of the furniture and fittings therein contained which shall be damaged, destroyed, stolen or removed during the period of hire; also any breakages of glasses, crockery and cutlery.
 - b) Indemnify Oasis Family Church Witney against all claims, demands, actions or proceedings in respect of the death or injury howsoever or by whomsoever caused of or to any person (other than a servant of the Church while carrying out his or her duties as such servant) which shall occur while such person is in or upon part of the building or arise from any accident or occurrence which shall happen while such person is in or upon any part of the building. Or in respect of any loss or damage suffered or sustained by any person in consequence of such death or injury.
- 13) Oasis Family Church Witney and it's Officers, Agents and Servants shall not in any circumstances be responsible to the hirer or any other person for damage to or loss, theft or removal of any property brought or left by any person (including the hirer) in or upon any part of the building (including any cloakroom) either before, during or after the period of hire and the hirer shall indemnify the Church and it's Officers, Agents and Servants against all claims, demands, actions and proceedings in respect of any such damage, loss, theft or removal or any loss sustained by any person in

consequence of any such damage, theft or removal.

- 14) Unless the hirer is in possession of a current Performing Rights licence, then an ancillary charge may be payable if music of any description is performed in the Hall, whether live or recorded. The charge, if levied, will contribute towards the Annual Fee paid in this regard by Oasis Family Church Witney.
- 15) The toilets, kitchen and stage shall be used only for their respective purposes. Any parts of the building not required in conjunction with the event, shall not be used at all. For security purposes, rooms not required for the purposes of the hire and not required for any other purpose will normally be kept locked.
- 16) The hirer shall not, under any circumstances, assign or sub-let the right to use any part of the building granted by a confirmed booking.
- 17) The hirer shall not in using any part of the building, without the prior consent of Oasis Family Church Witney:
 - a) bring in, place or erect any furniture fitting, erections or structures; or
 - b) place or fix any additional or decorative lighting or any decorations, shrubs, plants or similar things; or
 - c) exhibit any advertisement other than on the proper notice boards; or
 - d) affix or secure any nail, hook, screw, or other thing in or upon any part of the building ; or
 - e) use the pre installed public address system or any stage lighting equipment; or
 - f) move any fittings or piano or other musical instruments which may be kept in the building.
- 18) The wearing of stiletto heels or any other footwear which may cause damage to the floors is prohibited.
- 19) Oasis Family Church reserves unto itself and its Officers, Servants and authorised agents the right of entry at all times to every part of the building and the right to refuse admission to or to remove from the building any person.
- 20) If the kitchen is used as part of the hiring then the hirer undertakes to leave the kitchen and its equipment in a clean and satisfactory condition and to operate the kitchen in a safe, clean and sensible manner taking into account the needs of any other users of the premises, present at the same time as the hirer.
- 21) Tables, chairs and any other equipment used as part of the hiring must be left in a clean and satisfactory condition in the storage positions where they were found.