

# HANBOROUGH PLAYING FIELDS ASSOCIATION

## *Trustee Management Committee*

The Pavilion (Village Hall), Roosevelt Road, Long Hanborough, Witney, Oxfordshire. OX29 8JG.

**REGISTERED CHARITY** ☎ (01993) 883178 **REGISTRATION NUMBER: 304310**

### **The terms and conditions of the hire of the Pavilion - This is a village hall and pavilion.**

Thank you for booking the Pavilion. We hope that you will find the facilities of a high standard. Feedback is always helpful so that we can strive to improve our services.

The maximum allowed in the hall area is 120.

The maximum allowed in the bar is 30.

The maximum allowed in the Greenway Room is 50.

1. The attached booking form, when completed, must be returned to the Bookings Secretary along with a deposit of 50%. The Booking Deposit **MUST** be paid with the completed application otherwise the application will not be considered. Cheques payable to Hanborough Playing Fields Association, bank details available on request. The booking deposit is **NON-RETURNABLE**. A booking will only be made when the forms and deposit are with the booking clerk, without them the date is open to other hirers. If the event is cancelled, it may be transferred to a later replacement booking, which must be rearranged within a three-month time frame.
2. **Hirers must take home their rubbish home.**
3. **Balance of payment.** The balance should be paid to the booking secretary two weeks before the event. If payment is not received the keys will be withheld until the full fee is paid.
4. **The Keys:** The keys can be made available, if the hall is not in use already, an hour in advance of the hire for preparation duties. The keys must be returned at the end of hire. The keys may be held over after the hire until 10am the next morning **ONLY** by prior arrangement with the Booking Secretary. The Management Committee reserve the right to levy an extra charge for the late return of keys on a pro rata rate. This will not be unreasonably enforced, early **COMMUNICATION WITH THE** Booking secretary in the event of a delay will be sufficient in most cases to avoid the extra charges being levied.
5. **Parties for children up to 18 years old:** Parties for children up to 13 should always have 5 responsible adults (aged 21+) supervising. Parties for children 13 to & inc 18 years old should have 1 adult (aged 21+) per 5 attendees aged 13 to 18.
6. **Supervision:** Sufficient and reasonable supervision must be maintained by the hirers to safeguard the premises and equipment to comply with all licences. The hall is checked between hirers. If any named person that causes damage to the premises then that person may be banned from future events. **ALL BREAKAGES OR DAMAGE will be charged to the hirer who is then expected to recover the cost from the person responsible.**
7. **Entertainment Licence:** All the licence conditions for music, dancing and the bar must be observed. No persons under 21 may make an application. The maximum number allowed in the hall area is 120 persons unless under Covid 19 restrictions please see note. Entertainment Licence restrictions are applied to the Pavilion by WODC and cannot be varied. On Saturday evenings the closure is fixed at 11.45 p.m. On Friday evenings the closure may be later until 12.30 a.m. The Trustee Management Committee **WILL NOT** allow private hirers or organisations to run a licenced bar from the premises.
8. **Music and other copyright:** The HPFA have a licence from the Performing Rights Society (PRS) for the playing of any recorded music. DJ's may need their own licence. It is the duty of hirers to ensure that their use of **ANY** copyrighted materials by themselves or anyone they

employ has the necessary permissions. This includes, but is not limited to, the playing of live music, reading or performing written work, photographic displays, audio-voice presentations and films.

9. **Licensed Bar:** The Licensed Bar facilities are available if requested on the booking form. **NO** extensions to the Bar licence are permitted by WODC and the **Bar area must close at 11.30 p.m.** The bar will be locked and secured by 12 pm. The bar is a registered club and it is possible that members of the club will require access to the bar area. This will be kept to a minimum to avoid inconvenience to the hirer. Hirers are asked to advise younger guests to bring ID as bar staff will check ages. The Bar staff are club volunteers, the HPFA will take action against any hirer who abuses or allows abuse of the bar staff during their duties.
10. **Staging:** the erecting of any staging or equipment must be approved by the Trustee Management Committee. Any construction must not be fixed in any part to the Pavilion by means of screws or nails. Any damage caused must be paid for by the hirer.
11. **Fastenings:** There are some hooks placed around the hall to hang banners, balloons from. The use of tape and blue tac is not permissible.
12. **Smoking:** There will be no smoking in the building. Any persons smoking outside should use the cigarette bins provided.
13. **Safeguarding:** Please see website – designated safeguarding lead – Ruth leach.
14. **Fire Safety:** The building is fitted with smoke alarms. In the event of a fire please assemble in the car park area. Please do not re-enter the building or put yourself at risk.
15. **First Aid:** there are first aid kits available in the kitchen of the hall and the bar. There is a defibrillator outside of the changing room building.
16. **Reporting problems:** Please report any building faults and repair & maintenance issues in the red book that can be found in the hall kitchen. Other problems can be reported to the Bookings Secretary.
17. **At the end of hire:** The hirer is responsible for leaving the premises and surrounding area clean and tidy, properly locked and secured. Any contents of the rooms should be properly replaced, otherwise the committee may be at liberty to charge. If the hall is in a condition that requires extra cleaning the hirer agrees to cover the cost.  
Table and chairs – all chairs must be stacked 6 high in the storage cupboard, tables are also put in this cupboard and should not block the access.  
Cooker or fridge – if used must be left clean  
Rubbish – must be taken home by hirer  
Veranda and outside area – should be free of litter (cigarette ends and glasses for example)  
Lights – should all be turned off.
18. **Fireworks/Chinese Lanterns:** These are not permitted.
19. **Security:** The hirers must be familiar with the alarm system, if in doubt please ask on collection of keys. The alarm must be set on departure.
20. **Lost property:** Property left will be retained for a month, if any is of value it will be reported to the police. If it is not claimed it will be donated to charity, if the property is not of value it will be disposed of.
21. **Right of refusal:** The Trustee Management Committee or Booking Secretary reserves the right to refuse to accept any booking with no obligations to disclose the reasons why.
22. **Covid 19** For the up to date information please visit : <https://www.gov.uk/>
23. **Agreement:** By signing and returning the booking form you are agreeing to these terms and conditions