

Begbroke Village Hall (BVH)

Information for Hirers (Terms and Conditions)

Version 1.5 – 18 May 2026

1. General Requirements for Hire

- The hirer must be at least 18 years old and must remain on-site throughout the entire hire period. Bookings for 18th birthday parties and similar events are not accepted.
- Access to the Hall is via a digital smart lock. A unique 4-digit access code will be emailed to you with full instructions.
- This code is valid for 15 minutes before and after your booking and must remain confidential.
- Repeat bookers must retain their code for future use.
- If you do not receive your access code 48 hours before your booking, contact the Booking Secretary at bookings@begbrokevillagehall.org.
- Commercial hirers, including those selling goods or services, running classes or paid events, or operating as a business or organisation, must hold valid public liability insurance with a minimum cover of £2 million. Proof of insurance must be provided on request.
- The hirer is responsible for the conduct of all persons attending the event, including guests, contractors, entertainers and suppliers.
- The hirer is solely responsible for ensuring their activities comply with all relevant legislation and regulations, including food hygiene, health and safety, and safeguarding. The Village Hall and its Management Committee will not accept liability for any breach, complaint, or incident arising from the hirer's activities.

2. Booking and Payment

- New and infrequent bookers: full payment is required upon receipt of the invoice to confirm the booking.
- Regular hirers: invoices can be issued monthly, quarterly, or annually as agreed.
- A £100 security deposit may be required and is refundable within 14 days after the event, subject to compliance with these terms.
- The security deposit may be retained in whole or in part to cover cleaning, waste removal, damage, lost income, or any breach of these terms.
- Bookings must be made via the online portal or by emailing bookings@begbrokevillagehall.org.
- The Management Committee reserves the right to refuse or cancel any booking at its absolute discretion and without obligation to provide a reason.

- Payments can be made by card using the secure payment link in your invoice, or by BACS bank transfer. If paying by BACS, you must quote your invoice number as the reference and, if applicable, supply your bank details to treasurer@begbrokevillagehall.org to facilitate prompt return of your deposit.

3. Hall Usage and Clean-Up

- Events must finish by 11pm unless otherwise agreed.
- Inflatables, bouncy castles and similar equipment are not permitted without prior written approval and evidence of appropriate insurance.
- The Hall must be left in a clean and tidy condition equivalent to how it was found.
- The hirer is responsible for all cleaning, tidying, and ensuring the Hall is left in good condition within their booked time. This includes cleaning used areas, including the kitchen if applicable, returning furniture to its original layout, and disposing of waste in accordance with the waste disposal requirements below.
- You must allow enough time within your booking period to complete all cleaning and tidying. Additional time must be booked if needed.
- All doors and windows must be securely locked before departure. Failure to do so may result in forfeiture of your deposit.
- Failure to leave the Hall in a satisfactory condition will incur a charge of £15 per hour, minimum 2 hours, and the hirer may be liable for lost revenue from cancelled bookings.

Waste Disposal

- Domestic waste arising from private, non-commercial hires may be placed in the Hall's bins in accordance with Cherwell District Council household waste guidance. Per hire session, general waste must not exceed one standard black refuse sack, and recyclable waste must not exceed the equivalent volume of one standard black refuse sack.
- The Hall is served by a domestic refuse collection. Cherwell District Council does not permit commercial waste to be disposed of via a domestic waste service. Accordingly, no commercial waste of any kind may be placed in the Hall's bins. This includes waste from caterers, suppliers and any business activity. Hirers must remove all commercial or excessive waste from the premises.
- Black refuse sacks must be placed only in the general waste green bin and must not be placed in recycling bins. Recycling must be placed loose in the blue recycling bin in accordance with local guidance.
- BVH reserves the right to charge for the removal of any waste left in breach of these terms and for any additional cleaning required.

4. Kitchen Use

- The kitchen and its equipment are available for use but must be left clean.

- Please bring your own tea towels, dishcloths, and consumables, such as washing-up liquid, as these are not provided.

5. Hall Condition

- The Hall is regularly cleaned, but its condition between bookings cannot be guaranteed.
- Any issues or damage before or during the hire period must be reported promptly to the Booking Secretary on 07856 741033.

6. Decorations and Hall Fixtures

- Do not use tape, tack, or adhesives on walls.
- Decorations may only be attached to curtain tracks or designated noticeboards.

7. Restrictions on Animals

- Animals are not permitted, except assistance dogs.

8. Music and Noise Control

- The Hall is licensed for music and fitness activities.
- Noise levels must be kept respectful, especially when leaving.
- The hirer must ensure that the event does not cause nuisance to neighbouring residents.
- A sound system with a 3.5 mm jack input is available for use.

9. Car Parking

- Parking, vehicles and their contents are left entirely at the owner's risk.

10. Fire and Safety

- Maximum capacity is 80 people, 70 seated.
- All fire exits must be kept clear at all times.
- Attendees must be made aware of exits and assembly points.
- Smoking and vaping, naked flames, candles, and BBQs are not permitted inside or outside the building.
- In an emergency, dial 999 and evacuate. Do not re-enter until cleared by the emergency services.
- A defibrillator is located outside the Hall entrance, with 999 access.
- All accidents or faults must be reported and recorded in the Accident Book.

- CCTV is in operation in parts of the venue for security, safety and incident investigation. Please refer to the [Begbroke Village Hall CCTV Policy](#).
- The hirer is responsible for fire safety during the hire period.

11. Alcohol and Bar Hire

- Alcohol may be consumed at private events by persons aged 18 and over.
- Alcohol must not be sold unless authorised in writing and covered by a Temporary Event Notice, known as a TEN. This includes any form of sale, such as ticketed events where alcohol is included.
- Unless agreed in writing, alcohol sales may only be conducted by the Begbroke Village Social Club.
- Where alcohol is to be sold, the hirer is responsible for obtaining a TEN from Cherwell District Council. A minimum of 10 days' notice is required. The hirer is also responsible for complying with the TEN conditions and paying the TEN fee.
- Bar services may be provided by the Begbroke Village Social Club by separate arrangement. The Social Club is a separate organisation and manages bar operations, but does not hold the TEN unless explicitly agreed in writing.
- To request bar hire, contact the Social Club via begbrokesc@gmail.com before finalising your booking.
- The bar is staffed by volunteers and requires two staff members at £15 per hour each, £30 per hour total. A typical charge for a 4-hour event is £120 staffing, with the TEN fee payable separately by the hirer.
- The hirer must ensure all licensing conditions are met and that alcohol is not supplied to under 18s.
- Bar hire is not available for 18th birthday parties due to past underage drinking issues.
- BVH and Begbroke Social Club accept no responsibility for any failure to obtain or comply with a TEN.

12. Repeat Bookings

- Repeat bookings are available on weekdays only, unless otherwise agreed.

13. Safeguarding

- All events involving children or vulnerable adults must comply with applicable safeguarding laws and policies.

14. Restricted Areas

- The playgroup area and bowling green are not included in any hire.
- Unauthorised use may result in loss of deposit.

- Hire is limited to the agreed spaces. Other users may be present in different parts of the venue.

15. Prohibited Activities

- Illegal or inappropriate behaviour is strictly prohibited.
- Committee members have the right to enter the Hall at any time to ensure compliance.

16. Agreement to Terms

- By confirming a booking, the hirer agrees to all terms outlined in this document.
- The hirer is liable for any damage, complaints, or disruption caused.
- The Village Hall and its Management Committee accept no responsibility for loss, damage, or injury, except in cases of proven negligence.
- The Village Hall and its Management Committee accept no responsibility for any personal belongings or equipment left on the premises.
- All hirers are subject to the [Begbroke Village Hall GDPR Policy](#). In the event of a complaint or legal obligation, the Committee may disclose the hirer's contact details to relevant third parties in accordance with that policy.
- These terms and conditions are governed by the laws of England and Wales.