

Chasewell Community Hall, Avocet Way,
Banbury, OX16 9YA

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Chasewell Community Association – Updated Terms & Conditions of Hire

Address: Avocet Way, Banbury, Oxfordshire, OX16 9YA

Registered Charity Number: 1002788

Please note: - If you intend to use pre-recorded music, the provider must hold a valid Public Performance Licence. - Bouncy castles may only be supplied and operated by a company with appropriate public liability insurance.

1. General Principles

The Community Centre is open to all members of the community regardless of race, gender, sexual orientation, age, disability, religion, political beliefs, or marital status.

These Terms and Conditions, together with any special conditions of hire, form part of the hire agreement between the Hirer and the Committee.

2. Responsibility for the Premises and External Areas

2.1 Internal Responsibility

The Hirer is responsible for the behaviour, safety, and conduct of all persons using the hall during the hire period.

2.2 External Areas – Important Legal Notice

- The **Community Centre is only responsible for the internal areas of the hall.**
- **All areas outside the building footprint—including the grounds, external pathways, approach routes, access roads, gardens, play equipment, parking areas, and perimeter spaces—are owned and managed by The Grange Primary School and/or the Local Authority.**
- The Community Centre has **no control over, no responsibility for, and accepts no liability for** any accident, injury, loss, damage, or incident occurring in these external areas.
- **Each Hirer is responsible for carrying out their own risk assessment** relating to arrival, departure, parking, and any use of external areas by themselves or their guests.
- Hirers are responsible for ensuring that their guests, contractors, and attendees remain within permitted areas and behave safely and appropriately.

Guests must remain inside the hall. The perimeter area belongs to The Grange Primary School and the garden/play equipment belongs to Chasewell Playgroup and must not be used.

3. Supervision During Hire

The Hirer (or an authorised responsible adult over 18) must be present for the entire duration of the hire and must: - Ensure compliance with these Terms and Conditions; - Prevent unsafe behaviour; - Supervise children at all times; - Manage entry and exit of guests.

4. Alcohol

- Alcohol must not be sold on the premises.
- Alcohol may not be brought onto or consumed on the premises unless the Committee has granted written permission under special conditions of hire.
- Where alcohol is permitted, the Hirer is fully responsible for the behaviour and safety of all guests who consume alcohol, including ensuring noise levels are kept to a minimum when leaving.

5. Noise and Environmental Health Requirements

- All fire exits and external doors must remain **closed at all times** to comply with Environmental Health noise regulations.
- Residential properties surround the hall; the Hirer must ensure noise is kept to a reasonable level.

6. Decorations and Use of Facilities

- No decorations may be attached to walls or woodwork using sticky tape, pins, nails, or adhesives other than **blue tack**.
- Nothing may be attached to the **acoustic grey wall panels**.
- Furniture must **not** be dragged across the floor. Chairs and tables must be returned to their original locations after use.

Waste Disposal

Hirers are responsible for the removal and correct disposal of all rubbish generated during their hire. A maximum of **two (2) black bin bags** may be placed in the Hall's general waste bin, **subject to available capacity**. If the green general waste bin is full, **all rubbish must be taken away by the hirer**, regardless of quantity.

- The **blue bin is strictly for recyclable waste only. Black bin bags must not be placed in the blue bin under any circumstances.**
- Any rubbish left on the premises, placed in the incorrect bin, or exceeding the two-bag allowance will be **charged to the hirer**, with costs covering removal and administration.

7. Timings

The Hirer must adhere strictly to the agreed hire times, including setup and clear-down periods. (There is a complimentary 30 minutes, after hire to ensure the hall is left at a reasonable standard for the next user)

7.1 Complimentary 30-Minute Tidy-Up Period

Each Hirer is granted **30 minutes of additional time at the end of their booking free of charge**. This time is provided **solely for cleaning and tidying** to ensure the hall is left in a clean and satisfactory condition.

During this period, the Hirer must ensure: - All rubbish bins are emptied; - Bathrooms are left clean and tidy; - The hall is swept and mopped if necessary; - All furniture is returned to its original position; - All areas are left in the same condition as found.

Failure to adhere to the cleanliness requirements will result in: - A **minimum charge of £30** and an official written warning; - A **second warning** will incur a **£60 charge**; - A **third warning** will result in **termination of hire rights**.

8. Deposits, Payments and Refunds

8.1 Payments

- Block bookings are invoiced monthly and must be paid within 7 days.
- Single bookings must be paid at the time of booking or no later than two weeks before the event.

8.2 Security Deposit

A refundable security deposit of £50 is required at the time of key collection for private functions.

Refunds are at the **sole discretion of the Management Committee**. Deposits may be retained in whole or in part if: - Keys are not returned; - Damage occurs; - The hall is left in an unsatisfactory state or not cleaned appropriately; - Hirers or their guests behave unreasonably; - Terms and Conditions have not been followed.

8.2A Keys for Long-Term Hirers

Long-term Hirers will be issued **one hall key**, which they must sign for.

If additional keys are required: - The Hirer is responsible for arranging and paying for copies; - The Hirer must record **how many keys exist** and **the names of all keyholders** on the Key Signing Form; - The Hirer is fully responsible for the security, use, and return of all keys associated with their booking.

8.3 Cancellations

- **Single/Party Bookings:**
 - 100% refund with 2+ weeks' notice;
 - 50% refund with 1 week's notice;
 - No refund with less than 1 week's notice.
- **Regular Hirers:**
 - Individual session cancellations require 48 hours' notice; if this notice period is met, the charge will be refunded. If less than 48 hours' notice is provided, **full fees apply**;
 - Full termination of regular bookings requires 1 month's notice.

8.4 Provisional Bookings

Provisional bookings are held for **7 days**. If the booking form and deposit are not received within this period, the reservation will be removed without further notice.

9. Compliance and Liability

- The Hirer must comply with all legislation including fire safety, safeguarding, licensing, and health and safety obligations relevant to their activity.

- **All Hirers must have their own risk assessments and organisational policies** to ensure the safety and welfare of all users attending their sessions.
- The Community Centre is not responsible for the actions or omissions of the Hirer, their guests, or any third-party contractors.
- The Community Centre is not liable for any loss, theft, damage, or injury occurring during the hire period, except where required by law.

9.1 Safeguarding

The Community Centre is committed to ensuring that all users are kept safe. - Our Safeguarding Trustee is **Kirsty Smith**. - Hirers running sessions involving children, young people, or vulnerable adults must: - Have their own safeguarding policy; - Ensure appropriate DBS checks where required; - Supervise users at all times; - Report safeguarding concerns to their organisation and, where appropriate, to Kirsty Smith.

10. Commercial Hire Rules

Commercial Hirers (businesses, paid instructors, childcare providers, clubs operating for profit, etc.) must: - Hold valid public liability insurance (recommended minimum: £5 million); - Provide their own risk assessments, safeguarding policies, and training documentation where applicable; - Ensure all staff are appropriately qualified and/or DBS-checked as required by law; - Manage their attendees safely and professionally; - Comply with all regulatory requirements for their specific service.

Additional commercial terms may be added by the Committee where necessary.

11. Acceptance

By collecting the hall key, accessing the premises, or running sessions, the Hirer confirms that they: - Have read and understood these Terms and Conditions; - Accept full responsibility for all persons attending their event or sessions; - Understand that the Community Centre accepts **no responsibility** for any incidents occurring outside the internal hall area.