

OXNAM VILLAGE HALL SCIO
Scottish Charity SC049304

TERMS AND CONDITIONS OF LET

1. All applications for the hire of Oxnam Village Hall shall be made on the appropriate form. The Hirer shall sign the form and must be aged 18yrs or over. The facilities must not be used for purposes other than stated on the application form.
2. Where an organisation is named on the application form, the organisation will be jointly liable with the Hirer under these conditions.
3. In the event of cancellation by the Hirer of a confirmed booking, a cancellation charge will be made at the discretion of Oxnam Village Hall Committee.
4. Hire charges will be in accordance with the pricing policy operating at the time of the let.
5. Hirers are responsible for maintaining good order and behaviour when using Oxnam Village Hall premises and may be required to provide stewards. Due regard must be paid to other users and local residents.
6. The Hirer shall leave the Hall in a clean and tidy condition. Special cleaning charges may be levied where required.
7. It will be the Hirer's responsibility to ensure that all equipment or property brought into the premises is in safe and sound condition and complies with all relevant safety conditions. The Oxnam Hall Committee reserves the right to exclude any equipment or property deemed unsuitable. The Hirer will be shown how to use the Hall's equipment safely.
8. The Hirer shall be held responsible for all damage to the hall during the let and will be liable for all costs incurred to repair such damage by Hall approved tradesmen only.
9. Without limiting any other aspect of these conditions the hirer will indemnify the Oxnam Village Hall SCIO from and against all actions and claims, including loss of properties belonging to the hirer or users. Hirers are strongly advised to ensure they take out suitable insurance to cover themselves for making good any damage or meeting a claim from an injured person at the event for which the organisers could be held responsible.
10. It is the responsibility of the Hirer to familiarise him/herself with the fire regulations. The Hirer shall regulate admissions so that at no time is the maximum capacity set by the Oxnam Village Hall Committee exceeded (**100 maximum capacity**). To comply with current regulations on fire and safety, each event staged within the facility is required to be supervised by a designated person who will be responsible for the overall control of the function and in particular, for taking control in the event of an emergency. The individual must be present throughout the duration of the event.
11. The Hirer shall commit no infringement of the copyright act. Hirers will relieve the Oxnam Hall Committee from all claims and actions. The Hirers must accept the sole responsibility for their productions and performances and the unauthorised use of copyright production is prohibited. Commercial hirers are responsible for completion of music licence forms for any function at which music is performed, either by records, bands, signing etc and the deliverance of the rights fees and VAT may be added to the hire charge.
12. The Hirer shall ensure that he/she has obtained all other necessary licences this will include liquor, theatre, public entertainment and trading licences, a copy of which shall be given to the Hall Committee prior to the event. Failure to acquire the necessary licences will result in cancellation of the hire.

13. Consumption of Alcohol in the Hall

a) Events at which alcohol is sold (or included in ticket price) must have a liquor licence, available from Scottish Borders Council by application at least 6 weeks before the event. No other alcoholic drinks may be brought into the premises by the Hirer or guests if a liquor licence is in place.

b) Hirers may hold events with "Bring your own bottle" provided no charge is made for corkage. The Hall does not provide glasses.

14. Oxnam Village Hall committee will ensure compliance of the conditions of let and has the right to terminate or refuse admission at any time.

15. Bookings by any school shall be under the supervision of the Head Teacher or delegated member of staff throughout the duration of the let.

16. Special arrangements regarding deposits and supervision will be enforced for bookings by anyone under age 25.

17. There will be **NO SMOKING** in any area of the hall.

18. There is no telephone line at the hall. We recommend the availability of a mobile phone for all functions. We have WiFi at the Hall, network is Oxnam-Guest - no password required.

19. Food Safety

The following statement, provided by a food safety officer with Scottish Borders Council, is included in the conditions of hire to ensure that food safety regulations are met:

1. Hirers are required to ensure compliance with the Food Safety Act 1990, the Food Hygiene (Scotland) Regulations 2006 and any subsequent related regulations.
2. Hirers are expected to familiarise themselves with the facilities available and to ensure that they are adequate for the purpose intended.
3. Hirers will be required to remove all waste from the environs of the facility and where necessary make special arrangements for its removal with a licensed contractor before final vacation of the premises.
4. Hirers must :-
 - Have a documented food safety management system
 - Have trained staff on duty ie they have undergone a food safety course equivalent to the Royal Environmental Health Institute of Scotland (REHIS) Elementary Certificate in Food Hygiene, courses for which are run by SBC
 - Ensure that food has been prepared in such a way that it will not result in any civil action being raised.

20. All disputes shall be settled by Oxnam Village Hall Committee, whose decision shall be final.

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BOOKING FORM

Name of Hirer			
Address			
Telephone and email			
Event Description			
Type of use (please tick)	Non profit / Private Commercial / Public		
Date			
Start time		End time	
Hire rate: per hour inclusive of electricity	£	Total hire charge:	£

I agree to the above terms and conditions and confirm I have or do not need the following licences:

Liquor Licence

Public Entertainment

Theatre

PRS for Music/ PPL UK Music Licences

Film Licence

Commercial Trading

Signature of Hirer		Date:
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Please keep a copy for your records and return a signed copy to:

Treasurer/Bookings - Oxnam Village Hall
6 Harden Mains, Oxnam, JEDBURGH, TD8 6RB

Tel: 01835 864804

Email: hallhire@oxnamvillagehall.org.uk

www.oxnamvillagehall.org.uk

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RATES OF HIRE from 1st December 2023

Oxnam community groups and Oxnam local residents (private hire) (Minimum 2 hours)	£10.00 per hour
Non-local community groups and non-local private hire (Minimum 2 hours)	£15.00 per hour
Commercial Hire (Minimum 2 hours)	£30.00 per hour

These hourly rates include heat and light. An additional charge may be made for extended use of the cooker or additional electrical equipment.

These rates are reviewed annually to ensure that we are not running at a loss and keep the Hall a viable facility for the Oxnam community in the future.

Please fill in the book with your details, "Start time" and "End time" and numbers attending. Although we longer charge separately for electricity, this helps us monitor usage.

We have a 'run back' timer system for heating, which ensures that heaters cannot be left on by mistake. Hirers will be shown how to use the controls to ensure they have adequate heating.

Please make sure that lights, heating and water heaters are switched off when you leave the Hall. A supplementary charge will be made if water heaters are left on.

An invoice for hall hire will be sent to you by the Treasurer.

Thank you for your custom.

Hall Treasurer

Oxnam Village Hall
Treasurer/Bookings

Tel: 01835 864804

Email: hallhire@oxnamvillagehall.org.uk

www.oxnamvillagehall.org.uk