

# **Oxford Deaf and Hard of Hearing Centre**

**St Ebbe's, Oxford, OX1 1RL**

**Tel: (01865) 243447 Fax: (01865) 722209**

Reg. Charity No. 1112272 Company No. 5439421

## **Conditions of Hire**

### **HIRING AND FEES**

#### **1. General.**

- You must complete an Application and Hiring Agreement prior to confirmation and reservation of a room for your use.
- Our fees are reviewed annually and are charged on an hourly, session or daily basis. The minimum hire period is two hours.
- You must be aged 18 or over before we will consider your application to hire the premises.
- You must leave rooms used in a fit state for use at the end of the hiring.

#### **2. Period of Hire**

The premises are not available for hire between the hours of 12.00 a.m. and 8.30 a.m. You must keep to the period of hire specified in your application form. You must indemnify us against any claim, loss or costs arising from your failure to vacate the premises at the agreed time.

#### **3. Room Hire Fees**

- Standard Fee. You will be charged at the standard fee unless you qualify for a concessionary discount.
- Concessionary discounts may be granted to local community and charitable organisations at the discretion of the Directors or the Centre Manager.

#### **4. Payment**

- Invoicing for an event will arrive with the Booking Confirmation. Multiple events booked simultaneously will be charged as one.
- The total fee for all events is due 14 days after the first event.
- Regular fixed bookings may establish a Standing Order. Details will be shared on confirmation of this arrangement.

#### **5. Cancellation**

- Seven days notice is required for cancellation without penalty. Any cancellation with less than 7 days notice may be subject to a cancellation charge for the full cost of the event.
- We reserve the right to cancel the booking at any time, confirmed or unconfirmed. Our decision to cancel in such circumstances is final.

#### **6. Change of Date Policy**

Events requiring a change of date may incur a £22 administration fee.

## **7. Additional Staff Working**

Where it is necessary for staff to work additional hours to prepare accommodation for an event, you may be invoiced for the costs involved. This will be particularly relevant for Saturday and Sunday reservations.

## **RESTRICTIONS ON USE OF THE PREMISES**

### **8. General**

To maintain continuity and a high standard of Health and Safety these conditions will be applied to all use of the accommodation whether for public entertainment purposes or not. If you do not keep to these conditions you will have to indemnify us against any loss, fine or expense arising.

### **9. The following restrictions apply to all events**

- Candles, whether lighted or not, must not be used for decoration without our written consent.
- Catering is not allowed in the Centre without prior consultation.
- Dogs are not admitted, except trained dogs for the disabled.

### **10. Damage to the Fabric of the Building or its Fittings**

- You must not drive any nails, tacks, drawing pins, screws or similar items into the walls, doors, floors, woodwork or any part of the structure, nor use adhesive tape to fix items to the floors or walls. [Blue Tac may be used for putting decorations up where permission has been sought in advance]
- You must take every care to avoid damaging the decoration.
- The Centre must be informed in writing of any damage that occurs
- You must pay the cost of making good any damage to the paintwork, building, fittings, furniture or other property arising during the hire period as a result of your use of the premises.

### **11. Fire Exits and Equipment**

You must keep every designated exit route free at all times from any obstruction. All entry or exit doors must be unlocked while the public is in the premises. You must not conceal from view or obstructing access to, any fire fighting equipment.

### **12. Health & Safety**

You must not:

- Store, or allow to accumulate, rubbish or unused materials in any part of the premises;
- Give performances involving danger to the public;
- Bring any explosive, toxic, hazardous or highly flammable substance into the premises without our prior written consent;
- Use stroboscopic lighting, smoke, vapour or water vapours;
- Use lasers, unless in possession of a PM19 Certificate and name the use approved by the Local Licensing Officer;

- Use cylinders for the storage of air or other gases or liquids under pressure except with our written consent. You must give at least 28 days notice in writing of any proposal to use such things;
- Use real flame in an entertainment unless we give you our prior written consent. You should apply in writing to us for consent to the use of real flame at least 28 days before the first performance of the entertainment, giving full details of the proposed use of real flame and the date and time of any rehearsal.

### **13. Limitation on Numbers**

The maximum number permitted in the Centre is:

- Main Hall 150
- Knowles Room 20
- Bar Lounge 20
- Games Room 20

### **14. Nuisance**

You must ensure that noise does not come from the premises, which causes a nuisance or disturbance to people in the neighbourhood. You must ensure that people leave the premises in an orderly manner. We may, at our discretion, impose specific maximum sound pressure levels.

### **15. Use of non-Centre Equipment**

- We reserve the right to refuse entry of any thing or object to the premises.
- Temporary electrical installations may only be installed with our prior approval in accordance with the Institute of Electrical Engineers' Regulations. The temporary electrical installations must be cut off from the permanent installations immediately after each occasion on which they are used. They must be entirely removed as soon as the need for them has finished.
- Any Electrical equipment brought in, e.g. disco equipment, is not covered by the Centre's insurance and will need to be covered by the Hirer. Proof of insurance cover will be required.
- We reserve the right to have electrical items inspected prior to use and any costs involved added to your invoice.

### **16. Sale of Goods**

Goods must not be sold in the premises without our written consent.

### **17. Smoking**

The Centre is a no smoking building. All clients/ visitors are asked to respect this policy.

### **18. Variation of and Compliance with these Conditions**

We may vary any of these Conditions at any time. It is a requirement that you agree to comply with any directions given by us or on our behalf even if they contradict any of the Conditions. You must ensure that persons engaged by you for the purpose of your hiring are informed of and comply with Conditions, which apply to them.

## GENERAL INFORMATION

### 19. Inspection by Officers

When in public use, the premises must be open to free access and inspection by:

- Authorised officers of the Licensing Authority,
- Police Officers,
- Fire Authority Officers,
- The Centre Manager or his authorised representative.

### 20. Removal of Equipment

By the end of the agreed hire time, you must remove everything belonging to you or brought in by you for the purpose of the hiring unless we agree to a later clearance time. Event organisers may be liable to a storage charge for items left after the agreed collection time. Items are left at the event organiser/owner's risk.

### 21. Insurance Cover

If required by us, you must insure against any possible liability arising from your use of the Centre. This insurance policy must be taken out with insurers approved beforehand by us. You must show us the policy and receipt for the current premium before the event concerned.

### 22. Responsibility for Injury or Damage

As far as any death or injury arising from the hiring or use of the Centre, results from our negligence, we accept liability. Otherwise we do not accept any liability for loss, damage, death or injury.

### 23. First Aid

It is the responsibility of the Hirer to arrange adequate First Aid provision and cover.

### 24. Amplified Music

All amplified music must be controlled within any restrictions for control or monitoring which have been notified to you in writing and should not exceed 45db.

### 26. Films & Videos

- If it is intended to use any part of the hired accommodation for the showing of films (including video films) written notice must be given of this.
- An area of one square meter should be kept clear at all times around the projector and defined by a barrier. No unauthorised persons should be allowed within this area.

### 27. Posters

You may request the Centre to display a poster for 7 days before the event, subject to available space.