



CHIPPING NORTON TOWN COUNCIL CHIPPING NORTON TOWN HALL

Chipping Norton Town Hall Terms and Conditions of Hire

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1. Booking Confirmation:

- We do not operate a provisional or pencilled in booking process.
- To confirm your booking, please complete and return the booking form, and sign the attached Terms and Conditions & Health and Safety form.
- You will receive a Booking Confirmation via email when the event has been confirmed onto the booking system.

2. Charges and Fees:

- Charges align with the current rates and undergo an annual review. Changes typically take effect in April.
- Cancellations require a minimum 72-hour notice. Cancellations within this period necessitate full payment.

3. Fly Posting and Advertisements:

- Banners are acceptable seven days before the event, but permission must be acquired from the Facilities and Events officer. Use non-permanent fixtures like zip ties on Town Hall railings. If the banner is deemed in poor condition or does not adhere to our Hire Policy, it will be removed.
- We will accept posters and flyers to the Town hall prior to your event.
- We expect you to remove all banners, posters, and flyers from the Town Hall at the end of your event.

4. Special Consideration:

- Bookings during Christmas Eve to New Year's Day are subject to special consideration by the Facilities and Events Officer.

5. Additional Charges:

- Half-hourly bookings accepted, but minimum charge applies (1 hour).
- Overstay - an overstay charge of £25 per hour (or part of) in addition to the extension of the rate charged for the additional time occupied will be applied.

6. Charity Group Rates:

- Charity groups and local organisation requesting the charity discount rate must complete the Charities form, and in agreement by the Facilities and Events Officer, and on occasion, via Council Community Committee.



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- By receiving the charity rate, you will be expected to set up and clear out with minimum assistance from the Caretaker and Events Assistant. You **MUST** book setting up and clearing down time into your booking period.
- If additional assistance is required in setting up, please request this on your booking. An additional charge may be applied depending on the needs of the set-up.

7. Access and Exit:

- Access granted from the booked start time. Early access unavailable unless by special agreement from the Facilities and Events Officer
- Clear the venue promptly after the event and within your booking time, leaving it in the original condition from the start of your booking. Additional charges may be applied if the space is not left as it was found.

8. Alcohol Consumption:

- Events involving sale of alcohol are subject to additional fees as per the scale of charges where a Town Hall licensee is available for your event.
- If you can provide your own licensee, we will expect to have them named on the booking application form and to be present at your event for the duration of time that alcohol is supplied for sale. You will not need to pay the sale of alcohol fee.
- You may also purchase a TENS License for your event from West Oxfordshire District Council to be able to sell alcohol without the need to pay the sale of alcohol fee.

9. Cancellation by the Council:

- The Council reserves the right to cancel without compensation if the facilities are needed for a public purpose or any future Lock Down situation.

10. Restrictions and Use of the Premises:

- Security stewards are mandatory for public events where more than 180 people are attending to maintain order. This is a requirement for all events held within West Oxfordshire District.
- Smoking is prohibited inside the Halls.
- Use of the licensed premises for all licensable activity must be complied with. The Licensee Notice can be found in the reception area of Town hall.

11. Fire and Health & Safety:



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- Maximum room capacities must not be exceeded. Please see booking form for the capacity, or you can find them by going to:
<https://www.chippingnorton-tc.gov.uk/town-hall/the-halls/>
- Electrical equipment you bring on to site must have Portable Appliance Testing (PAT) proof within the last 12 months.
- Observe fire safety protocols and keep emergency exits clear.

12. General Safety Measures:

- No naked flames or smoke machines.
- No affixing of posters, notices, or fixtures unless with agreement from the Facilities and Events officer.
- No metal-tipped stiletto heels in the Upper Hall.
- Do not try to access other areas of the building that have not been booked by yourself without speaking to a member of staff.
- Do not use Town Hall equipment without approval from a member of staff unless the equipment has been booked.

13. Reporting Responsibilities:

- Report any accidents, incidents, or damage promptly to the Town Council Office.

14. Access for Disabled Persons:

- The Town Hall has disabled access into all spaces, except for the kitchen and bar areas.
- Designated carers are responsible for assisting disabled persons during emergencies.

15. Conclusion:

- Your adherence to these Terms and Conditions ensures a safe and enjoyable event. Any violation may result in additional charges or cancellation.

For any questions or clarifications, please contact the Town Council Office. Thank you for choosing Chipping Norton Town Hall for your event.