



## CHIPPING NORTON TOWN COUNCIL

### Chipping Norton Glyme Hall Booking Form

#### *Welcome to Chipping Norton Glyme Hall - Your Event Destination*

Chipping Norton Town Council, The Guildhall, Chipping Norton, OX7 5NJ  
Contact: [events@chippingnorton-tc.gov.uk](mailto:events@chippingnorton-tc.gov.uk) | Phone: 01608 642 341

Dear Hirer,

Thank you for choosing Glyme Hall for your event. Below is some helpful information to guide you through the booking process. If you have any questions or encounter any issues, please contact the Town Council office at **01608 642341** or email [events@chippingnorton-tc.gov.uk](mailto:events@chippingnorton-tc.gov.uk), and we will be happy to assist you.

#### **Event Booking and Venue Hire Policy:**

Please review our **Event Booking and Hire Policy** [link tbc]. This document provides all necessary information for hirers to ensure smooth management of your booking and event. If anything is unclear, feel free to reach out.

#### **Access to the Venue:**

As Glyme Hall is largely self-sustaining, hirers are responsible for letting themselves in and out of the building. We will confirm the process for access (e.g., via key code or other method) ahead of your event. Please ensure that the venue is locked securely when you leave.

#### **Event Plan:**

To help us prepare for your event, please provide the following details if applicable:

- Number of guests (seated or standing).
- Room layout preferences (e.g., number of tables and chairs, requested layout).
- Alcohol sales (including license details).
- Sound equipment needs.
- Projector and/or screen requirements.
- Kitchen and catering facilities.
- Tea and coffee making facilities.

#### **Terms and Conditions:**

Make sure to review our **Terms and Conditions** [link tbc], with particular attention to the fire safety and health & safety regulations. If anything requires clarification, let us know.

#### **Risk Assessment and Public Liability Insurance:**

If your event requires it, please submit your **Public Liability Insurance** and **Risk Assessment** (including any contractor's Risk Assessments) to [events@chippingnorton-tc.gov.uk](mailto:events@chippingnorton-tc.gov.uk). Additionally, ensure the **public liability and risk assessment declaration** at the bottom of the Booking Form is completed.

#### **Contact during Events:**

As Glyme Hall operates on a self-service basis, should you encounter any urgent issues during your event, please contact: **The Events and Facilities Officer: 07561 707238.**



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**HIRER'S DETAILS - Please complete your details below.**

**Name:**

**Organisation:**

*(If applicable)*

**Billing Address:**

**Mobile  
Telephone:**

**Email Address:**

**GROUP TYPE - Please indicate the type of booking you require:**

- *For charity and local bookings, we may require you to complete the 'Charity Booking Section' to confirm the event.*
- *Local organisations with a Chipping Norton Post Code, can be charged the charity rate if there are no charges for the people participating in your event.*
- *Discounts to worthy groups and events in the community where charges are in place will be at the discretion of the Facilitator and Events Officer following consultation with Council.*

**Standard Hire**

Any hire's that are booked through a private individual or commercial organisation or business, to include but not limited to; private parties and events, ticketed live events, presentations and talks, AGM's and private meetings.

☐

**Charity 50%  
Discount**

Any hire's booked by charities, not-for-profit organisations, and local community groups, that are not charging tickets or a charge to their participants.

☐

**ABOUT YOUR EVENT – please let us know more information about your event so that we can support you fully**

**Event – e.g. Sales / Meeting / Party / Fete / Live  
Music / Charity Fundraiser**



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Number of people attending – <i>please note any event with over 180 will require security stewards</i>					
Number of Tables required for your event					
Number of chairs required for your event					
<b>DATE &amp; TIMES REQUIRED</b> - <i>Please note this MUST include set up and clearing time</i>					
Date of the event:	Date	Month	Year		
<b>RECURRING DATES</b> – <i>please let us know any repeat booking dates below:</i>					
Weekly	Fortnightly	Every 3 weeks	Every 4 weeks	Monthly	Bi-Monthly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repeat booking last date:	Date	Month	Year		
<b>Additional Information</b> – <i>please let us know any dates not required in your recurring bookings period, or if you have a recurring booking that is on ad-hoc dates with no weekly or monthly pattern in the box below:</i>					
<b>Dates NOT required or Ad-hoc repeat dates:</b>  <i>(Recurring bookings only)</i>					
<b>VENUE HIRE</b> – <i>please let us know which of the Glyme Hall spaces you would like to hire for your event. All charges are per hour unless indicated. For room sizes and layouts please go to <a href="https://www.chippingnorton-tc.gov.uk/glyme-hall/the-halls/">https://www.chippingnorton-tc.gov.uk/glyme-hall/the-halls/</a> or email <a href="mailto:events@chippingnorton-tc.gov.uk">events@chippingnorton-tc.gov.uk</a></i>					
<b>Space you would like to hire</b>			<b>Standard Rate</b>	<b>Charity Rate</b>	<b>Tick</b>
<b>Whole Building with all facilities (15 Hours)</b> 9:00 – Midnight Single Charge			£632.00	£316.00	<input type="checkbox"/>



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<h2>Glyme Hall Booking Form</h2>			
<b>Whole Building with all facilities (8 hours)</b> <i>09:00–17:00 / 16:00–Midnight Single Charge</i>	<b>£366</b>	<b>£183.00</b>	<input type="checkbox"/>
<b>Whole Building (per hour)</b>	<b>£53.00</b>	<b>£26.50</b>	<input type="checkbox"/>
<b>Main Hall (per hour)</b>	<b>£36.00</b>	<b>£18.00</b>	<input type="checkbox"/>
<b>Classroom (per hour)</b>	<b>£21.60</b>	<b>£10.80</b>	<input type="checkbox"/>
<b>Meeting Room (per hour)</b>	<b>£16.80</b>	<b>£8.40</b>	<input type="checkbox"/>
<b>Kitchen and Equipment Use</b>	<b>£3.00</b>	<b>£3.00</b>	<input type="checkbox"/>
<b>AFTER-MIDNIGHT AND OVERSTAY</b> – additional charges for after midnight bookings and overstay of your booking times are below.			
<b>After Midnight Surcharge – Single Charge</b> <i>(This is in addition to the hourly rate you will be charged for the period; you are still occupying the building)</i>	<b>£30</b>	<b>£30</b>	
<b>Overstay of Occupancy</b> <i>(This is in addition to the hourly rate you will be charged for the period; you are still occupying the building)</i>	<b>£25</b> <b>each hour or part of an hour</b>	<b>£25</b> <b>each hour or part of an hour</b>	
<b>ADDITIONAL SERVICES AND EQUIPMENT HIRE</b> – please let us know of any additional equipment or services that you wish to use for your event. If you are found to be using equipment that has not been booked, you will be charged for its use, and could be subject to further sanctions on the use of the Glyme Hall as your use could affect other bookings following your event.			
<b>Projector and Screen - Single Charge</b>	<b>£10</b>	<b>£10</b>	<input type="checkbox"/>
<b>Storage Space</b>	<b>On Request</b>	<b>On Request</b>	<input type="checkbox"/>
<b>AFTER PARTY CLEANS - LET OUR CLEANER'S CLEAN-UP FOR YOU.</b> <ul style="list-style-type: none"> <li>You must empty the building of any items that you bring with you.</li> <li>We expect your caterer / bar provider to leave their area clean as they found it – for health and safety reasons our cleaner cannot clean-up for external contractors.</li> <li>Glasses and crockery must be left in the kitchen / bar areas for cleaning.</li> </ul> <p><i>Please note that any unreasonable mess/uncleanliness may add an additional charge following the booking, should it cause additional cleaning time.</i></p>			
<b>After Event Cleans – Single Charge</b>	<b>£60</b>	<b>£60</b>	<input type="checkbox"/>



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**ANY FURTHER INFORMATION** – *if there is any further information you would like to let us know about your event, please let us know in the box below. This may be informing us of the Caterers you are using, any accessibility requirements you may have, or simply a question you may need answering.*

**Any further information**

### WHAT HAPPENS NEXT

Thank you for your completed booking form. We will process your booking and once complete you will receive a booking confirmation. Please check your booking confirmation for any errors and inform us immediately if there are any issues. Once your booking confirmation has been sent you are able to cancel your booking up to 72 hours in advance without charge. Any bookings being cancelled within the 72 hours prior to the event taking place will be charged at the full price. Invoices are sent out for payment following the event, but if you would like to pay in advance, please let us know in the additional information box, and we will administer that for you.

### CANCELLTION OF YOUR BOOKING FROM TOWN COUNCIL

Chipping Norton Town Council will consider all measures to ensure your booking takes place as planned but reserves the right to cancel without notice or offer a limited service should there be any emergency maintenance required in or to the building / any security issues that means events cannot take place / any future prevalence of any pandemic or lock down situation.

### HIRER'S PUBLIC LIABILITY INSURANCE

Please complete the following form to let us know about your PLI status and Risk Assessment of your event



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In common with most hall operators, the Council's Public liability Insurance only extends to incidents and events for which it is proved the Council is directly responsible. It does NOT provide cover for any incidents or events for which an individual hirer may be held to be responsible.

This means that if you hire one of the Council's halls and an incident occurs whereby damage is caused to property or injury to a person, and you are found to be negligent, you could be sued for liable or substantial damages. Consequently, to give hirers a reasonable level of protection it is a condition of hire that appropriate public liability insurance is in place. If you already have such cover, please provide it to the Town Council Office prior to your event.

If you do not have public liability cover, please complete the declaration below. Unfortunately, the Council is unable to offer hirer's liability cover to: Commercial organisations, Professional organisations, or Political organisations.

- ☐ I have my own public liability insurance and have attached a copy with this booking form.
- ☐ I do not have public liability insurance. I am not a Registered Charity, Commercial, Professional or Political organisation, and understand that I am liable for any incidents that may occur during the hire of the premises where it is my responsibility to ensure the safety of people at my event.
- ☐ I understand a Risk Assessment of my event is required before the booking takes place.

#### Declaration

**By signing this agreement, you are confirming that you will abide by the terms and conditions as laid out attached, that you have read, fully understand and agree to these conditions in their entirety. If the terms and conditions are not attached, please contact the Town Council Office as an excuse of not reading them will not be permitted at a later date.**

**Signed:** .....

**Date:** .....

#### **IMPORTANT NOTE**

Bookings will not be confirmed unless this declaration is Completed.