



CHIPPING NORTON TOWN COUNCIL

CHIPPING NORTON GLYME HALL

Chipping Norton Glyme Hall Terms and Conditions of Hire

Terms and Conditions of Hire

1. Booking Confirmation:

- 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.
- We do not operate a provisional or pencilled in booking process.

2. Charges and Fees:

- Charges for hire of the spaces are as follows:
 - Main Hall: £36.00 per hour.
 - Classroom: £21.60 per hour.
 - Meeting Room: £16.80 per hour.
 - Whole Building Hire: £54 per hour.
- A 50% discount is available for charities and non-profits.
- Cancellations require a minimum of 72-hour notice. Cancellations within this period necessitate full payment.
- The Council reserves the right to review rates annually. New rates typically take effect in April.

3. Posters and Advertisements:

- Banners are acceptable seven days before the event, but permission must be acquired from the Facilities and Events Officer.
- Posters and flyers for events may be submitted to Glyme Hall before the event.
- All banners, posters, and flyers must be removed from the premises after 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).



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- 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 organisations requesting a discount rate must complete the Charity Rate form and seek approval from the Facilities and Events Officer.
- Charity rate recipients must handle their own set-up and clear-out unless additional assistance is booked (additional charges may apply).

7. Access and Exit:

- Access granted from the booked start time. Early access unavailable unless by special agreement from the Facilities and Events Officer
- Please ensure that the venue is cleared promptly after the event, and it is left in its original condition. Additional charges may be applied for failure to adhere.

8. Alcohol Consumption:

- Glyme Hall does not hold a premises license for the sale of alcohol.
- If you wish to supply alcohol at your event, you are responsible for:
- Providing your own licensee who must be named on the booking form and present on-site during the event.
- Obtaining a Temporary Event Notice (TENs) from West Oxfordshire District Council to allow for the sale of alcohol.
- If alcohol is not being sold but consumed privately, no TENs license is required.

9. Cancellation by the Council:

- The Council reserves the right to cancel the booking without compensation if the facility is required for public purposes or due to unforeseen circumstances such as emergency repairs or future lockdown scenarios.

10. Restrictions and Use of the Premises:

- Security stewards are mandatory for public events with more than 180 attendees, as required by West Oxfordshire District regulations.
- Smoking is prohibited inside Glyme Hall.
- Maximum room capacities must not be exceeded, and emergency exits must always remain unobstructed.



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- Use of the venue for any licensable activity must comply with legal requirements.

1. Fire and Health & Safety:

- You must not exceed the capacity of the hall or space that you are hiring.
- You must observe fire safety protocols and keep emergency exits clear.
- Electrical equipment brought on-site must have up-to-date Portable Appliance Testing (PAT) certification (within the last 12 months). If you require any equipment to be PAT tested, we can offer this service to you for a small fee.

2. General Safety Measures:

- No naked flames, smoke machines, or unauthorised fixtures or fittings are permitted.
- No metal-tipped stiletto heels in the halls.
- Use of other areas within Glyme Hall, not part of your booking, is prohibited unless previously agreed.

1. Reporting Responsibilities:

- Any accidents, incidents, or damage must be promptly reported to the Town Hall Office and the Facilities and Events Officer.

2. Access for Disabled Persons:

- Glyme Hall provides disabled access to all rooms except for the kitchen area.
- Carers must assist disabled persons in emergencies.

1. Conclusion:

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

For any questions or clarifications, please contact the Town Hall Office, Facilities and Events Officer. Thank you for choosing Chipping Norton Glyme Hall for your event.