



CHIPPING NORTON TOWN COUNCIL MASTER TERMS AND CONDITIONS OF HIRE 11th MAY 2026

Section 1 – Definitions

- 1.1 “Council” means Chipping Norton Town Council.
- 1.2 “Premises” means Chipping Norton Town Hall or Glyme Hall, including all hired areas.
- 1.3 “Hirer” means the individual or organisation making the booking.
- 1.4 “Event” means the activity taking place.
- 1.5 “Premises User” means the individual named on a Temporary Event Notice (TEN).
- 1.6 “Booking” means the agreement between the Council and the Hirer.
- 1.7 “Evacuation Card” means the emergency procedures document for the Premises.

Section 2 – Booking and Confirmation

- 2.1 All bookings are provisional until:
 - (a) full payment is received;
 - (b) all required documentation is submitted; and
 - (c) the Council has confirmed approval in writing.
- 2.2 The Council reserves the right to refuse any booking.
- 2.3 The Hirer must not advertise or proceed with an Event until confirmation is received.
- 2.4 Access will not be granted without confirmed approval.

Section 3 – Risk-Based Approach

- 3.1 The Council operates a risk-based approach to all bookings.
- 3.2 Assessment will consider:
 - (a) type of hirer;
 - (b) type of activity;
 - (c) number of attendees;
 - (d) presence of alcohol;
 - (e) age profile of attendees.
- 3.3 The Council may impose conditions, require additional controls, or refuse bookings where safety cannot be assured.



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Section 4 – Staffing Requirements

4.1 The Premises operate on an unstaffed basis by default.

4.2 Staffing will normally be required where:

- (a) attendance exceeds 100 persons;
- (b) attendance exceeds 75 persons where alcohol is served or sold;
- (c) events involving children or young people require enhanced safeguarding, supervision, or crowd management arrangements

4.3 The Council may vary these thresholds following a risk assessment and agreement with the Hirer.

4.4 Where staffing is required, all associated costs will be charged to the Hirer.

Section 5 – Large Events and Higher-Risk Bookings

5.1 The Large Event Protocol applies where:

- (a) attendance exceeds 100;
- (b) the event is assessed as high risk;
- (c) alcohol is served or sold to more than 75 attendees;
- (d) events involve children or young people at scale;
 - 60 or more attendees are under the age of 18: or
 - the majority of attendees are under 18 and the total attendance exceeds 40

- (e) public events, performances or dancing;
- (f) the booking is otherwise identified as high risk.

5.2 The Hirer must provide, upon request:

- (a) event risk assessment;
- (b) fire safety and evacuation plan;
- (c) first aid provision details;
- (d) stewarding plan;
- (e) layout plan;
- (f) named responsible person on site.

5.3 The Council will determine whether the Event:

- (a) may proceed unstaffed;
- (b) may proceed with conditions;



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- (c) requires staffing or security; or
- (d) must be refused.

Section 6 – Hirer Responsibilities

6.1 The Hirer is responsible for the conduct and supervision of all attendees.

6.2 The Hirer must:

- (a) ensure adequate numbers of competent fire marshals, stewards and first aiders;
- (b) comply with all capacity limits;
- (c) follow all instructions issued by the Council or authorised officers.

6.3 The Hirer must ensure all persons involved are competent and appropriately briefed.

Section 7 – Fire Safety and Emergency Procedures

7.1 The Hirer must familiarise themselves with the Evacuation Card.

7.2 The Hirer is responsible for implementing evacuation procedures.

7.3 Exits and escape routes must be kept clear at all times.

Section 8 – Safeguarding

8.1 Where activities involve children or vulnerable adults, the Hirer must:

- (a) provide a safeguarding policy;
- (b) ensure appropriate supervision ratios;
- (c) ensure relevant DBS requirements are met.

Section 9 – Alcohol and Licensing

9.1 Where alcohol is sold, the Hirer must obtain a TEN.

9.2 The Premises User is responsible for compliance with licensing conditions.

9.3 The Council may impose additional conditions or require staffing where alcohol is present.



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Section 10 – Health and Safety

10.1 The Hirer must comply with all relevant health and safety requirements.

10.2 Risk assessments must be provided where required.

10.3 The Council may prohibit unsafe activities or equipment.

Section 11 – Insurance and Liability

11.1 The Hirer must provide Public Liability Insurance where required.

11.2 The Hirer shall indemnify the Council against claims arising from the Event, except where caused by the Council's negligence.

11.3 The Council's liability shall be limited to the hire fee paid, except where liability cannot legally be limited.

Section 12 – Cleaning, Damage and Overruns

12.1 The Hirer must leave the Premises in a clean and tidy condition.

12.2 Additional cleaning charges may apply.

12.3 The Hirer is responsible for any damage caused.

12.4 Overruns will be charged at the applicable rate.

Section 13 – Cancellation

13.1 Hirer cancellations are subject to the Council's cancellation policy.

13.2 The Council may cancel bookings for safety, legal or operational reasons.

13.3 Force majeure events may result in cancellation without liability.

Section 14 – Council Authority

14.1 The Council may:

(a) impose additional conditions;



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- (b) require staffing or security;
- (c) inspect the Premises;
- (d) stop an Event where safety is compromised.

14.2 The Hirer must comply with all reasonable instructions.

Section 15 – Data Protection

15.1 The Council processes data in accordance with its Privacy Notice.

15.2 The Hirer must comply with data protection law when handling attendee data.

Section 16 – General

16.1 These Terms apply to all bookings.

16.2 The Council may update these Terms from time to time.

16.3 English law applies.

16.4 If any provision is invalid, the remainder shall remain in force.

Section 17 – Annexes

- Fire evacuation card
- Accident reporting process
- Council safeguarding policy
- Event risk scoring tool
- Internal officer check list
- Hirer induction pack
- Council risk assessment