

OXHAM HALL

MARIANSLEIGH PARISH HALL

Oxham Cross, Mariansleigh South Molton, EX36 4NA DEVON



TERMS, CONDITIONS & GUIDELINES FOR HIRING OXHAM HALL

Please take the time to read each part of these **Terms, Conditions and Guidelines**.
They are an essential part of the hiring agreement.

To hire Oxham Hall you will need to sign and date this document to demonstrate that it has been understood and accepted by you, the Hirer.

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IN THE EVENT OF A FIRE CALL 999 AT ONCE!

- EVACUATE the building immediately.
- CLOSE all fire doors.
- SWITCH OFF all appliances.
- SWITCH OFF all lights.
- ASSEMBLE at the far side of the car park by the fence or far side of the yard by the wall.

When all the above are complete
Please inform the Booking Secretary

- Landline: 01769 550351
- Mobile: [07759484539](tel:07759484539)

1. Fire Safety Regulations

WHEN THE HALL IS IN USE a competent person who is familiar with the use of fire extinguishers must be ALWAYS be present.

The hirer must have nominated a responsible person (or themselves) who is on the premises to **enable rapid evacuation** in the event of fire.

FIRE EXITS



Must always be kept clear and free from obstruction.

FIRE EXTINGUISHERS location:



- In the hall, right of the main
- In the kitchen right of the door.
- Through the door leading to the toilets and storage area - bottom of the steps on the right

IN THE KITCHEN you will find:



- First Aid Box
- Burns Kit
- Fire Blanket

2 SAFETY RESPONSIBILITIES

Children, young people, and adults at risk



The hirer must comply with our safeguarding policy which is available on our hall notice board. If you would like a copy please ask our Booking Secretary. This policy describes how to care and ensure the safety of vulnerable people and children.

Supervision and Responsibility



RESPONSIBILITY - The Hirer is responsible for the supervision of the premises, the care, protection, and safety of the fabric of the interior and contents and to prevent damage (however slight) or change of any sort. The Hirer is responsible for the behaviour of all persons using the premises, whatever their capacity.

Accidents



REPORTING ACCIDENTS - The Hirer must report any damage or loss of the Hall's contents and amenities to the Booking Secretary as soon as possible and within 24 hours. This includes any failure of equipment belonging to the hall and any accidents involving injury to the public, in

Inflammables



SMOKING/VAPING is NOT permitted inside the building. Anyone wishing to smoke should do so outside using containers for cigarette butts.



CANDLES/FIREWORKS/CHINESE LANTERNS are NOT permitted anywhere inside or outside the Hall property.



CAR PARKING - Accessible parking for people with disabilities is located inside the gate on the right between the road and the hall. Please park all cars in the carpark with consideration for others and leave enough space for an ambulance to enter the car park easily and safely.

3. The Hall



KEYS - The access number for the door key which is held in the **Key Box** will have been sent to the Hirer 24 hours prior to the function. The Key Box is located to the left of the main door. At the end of the function the Hall must be locked, and the key replaced into the Key Box before departure.



WC - The toilet for people with a disability is outside the entrance and located to the left of the main door by the key box. The key for this toilet is on the Hall Key Ring which the Hirer will retrieve from the in the **Key Box**. For hot water to the hand basin please use the switch underneath the hand basin and please **remember to switch it off again** at the end of the session.



WATER - Mains Water must be turned on using the BLUE lever tap located low down in the right-hand cupboard at the top of the steps before going down to the toilets. If urinals are required, please turn the tap on in gent's cubicle by cistern.

Main toilets: If hot water is required for the hand basins, please pull the **pull-switch** on the ceiling and switch it off again at the end of the session.



WI-FI - The code can be found on the Notice Board in the Hall. Wi-Fi access is to be used in a lawful and appropriate manner. The use of the Wi-Fi at Oxham Hall is taken at your own risk.

4. Your Event



DECORATING THE HALL - There are hooks on the top of the wooden panelling for decorations. No other hooks, screws, nails, drawing pins or blue tack are to be used by the Hirer. Any damage caused by the Hirer's own fixings will incur a charge. To comply with **Fire Regulations** no fabric is to be hung/draped near any light fittings.



MUSIC - If the Hirer is going to play or perform music inside or outside Oxham Hall it is their responsibility to obtain **The Music Licence** Please go to: <https://pplprs.co.uk/themusiclicence> to find out if you need to obtain this licence.



NOISE - Windows and external doors must be **closed at 11:00pm**. Music must be turned down to a reasonable level. The Hirer should nominate a responsible person to ensure this happens. This is in consideration of the residents and in line with the 1996 Noise Act.

<https://www.legislation.gov.uk/ukpga/1996/37/contents> . Spot checks may be carried out and a penalty charge may be applied. from PPL PRS Ltd, as required.



A BAR LICENCE - is not included. If the Hirer intends to sell alcohol it is their responsibility to apply for a **Temporary Event Notice (TEN)** and to provide a copy to the booking secretary. Go to: <https://www.gov.uk/find-licences/temporary-events-notice> for information and to apply for a

TEN Licence.



TABLES & CHAIRS are available in the storage area for use by the Hirer. Please make sure that all tables and chairs are put back after being thoroughly cleaned and dried. There is information on the door to the left, before going down the steps to the toilets, on how the chairs and tables should be safely stacked. The upholstered chairs from inside the hall **must not** be taken outside. Outside chairs are stored in the external shed.



SMOKING/VAPING is not permitted anywhere inside the building or in external doorways. Anyone wishing to smoke should do so outside the hall. The Hirer must ensure that cigarette butts are provided in suitable containers. Do not place butts in the bins inside the hall.



FIREWORKS/CHINESE LANTERNS/CANDLES are NOT permitted anywhere inside or outside the Hall property.

5. Kitchen Information



HOT WATER BOILER - The switch for the hot water boiler is situated on the wall to the right of the kitchen sinks. Please allow 15 minutes for the water to heat up. Please ensure and check that the hot water boiler is **switched off** before you leave.



COOKER & HOB - Switch on/off at the wall socket. The extractor fan must be used during cooking. Ovens must be cleaned. Dirty cookers may result in a penalty charge.



DISHWASHER - **Instructions** are on the wall close to the dishwasher. It is important that all plates and cutlery are rinsed before they are put in the dishwasher.



FLOOR - Before you leave, please mop the kitchen floor with clean soapy water.



PLATES - Our crockery is wrapped in clingwrap in stacks of 12. Please ensure they are dry before re-wrapping again before stacking when finished.

6. At the end of the hire period



DOORS - Check that both external doors and all windows are closed and locked before leaving the hall. Any internal door that displays the **Fire Door** sign must also be closed at the end of a hire.



LIGHTS & HEATING - Please ensure all lights are **turned off** at the end of your event, except for lights going to the toilets which are automatic. The **wall heaters must be switched off at the wall**.



SWITCH OFF - The hot water heater in the toilet for people with a disability which is located under the basin. For the hot water heater for toilets inside the hall there is a pull-switch on the ceiling.



ALL TABLE AND CHAIRS - must be put away as per the instruction sheet on the door on the left, before going down towards the toilets. Don't stack them too high because this contravenes Health & Safety Regulations.



IN THE KITCHEN

Switch off the following:

- Water boiler
- Immersion heater
- Cooker
- Induction hobs



CLEANING AFTER THE EVENT - It is the Hirer's responsibility to clean and tidy the hall after use. Brooms, mops, etc. are kept in the cupboard on the right - before going down the steps to the toilets.

- Liquid and food spillages on the hall floor should be cleaned up immediately (safety and hygiene).
- Tables and chairs must be stacked correctly, the floors must be swept clean, the kitchen and toilet floors need to be mopped, and all toilets flushed.
- The grounds outside the hall and inside the carpark boundary should be rubbish free with cigarette butts, glasses etc. collected and removed as appropriate.
- All rubbish must be taken away with you.

Please note: If extra cleaning is required you may be charged may be charged for.

7. Cancellation and damages



CANCELLATION CHARGES - A charge will be made if your event is cancelled by you, the Hirer, within 24 hours of the start time of your event

DAMAGE CHARGES - If any fixtures or fittings belonging to Oxham Hall have been damaged or removed, or if any of the conditions set out in this document conditions have been breached the management committee have the right to invoice the Hirer with the cost(s) of replacing the items or the cost of repair. All breakages must be reported immediately by email to the Booking Secretary.



BELONGINGS OR PROPERTY - Anything left behind after the hire period which doesn't belong to Oxham Hall is left entirely at the Hirer's own risk and the retrieval is the Hirer's responsibility to arrange.



ACCESS OUTSIDE THE HIRE PERIOD - If access is needed before or after the hire period for deliveries, cleaning, retrieval of belongings, etc, this **must be pre-arranged** with the Booking Secretary beforehand and may incur an additional charge.

8. By signing below you, the Hirer, are agreeing to these terms, conditions, and guidelines.

I agree to the Mariansleigh Parish Hall Booking Terms, Conditions and Guidelines and agree to be bound by them. I shall also ensure that full and final payment is made no less than seven days before the event.

LAST NAME	FIRST NAMES
ADDRESS	
POST CODE	DATE(S) OF EVENT
SIGNED	DATE

Bank transfer payments details:

BANK: Lloyds Bank A/C NUMBER: 01597725 SORT CODE: 30-90-49	ACCOUNT NAME: Mariansleigh Parish Hall Mngmt Cte YOUR REF: Date of your event
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Return completed forms to: Wendy Sing, Buthay Farm, Mariansleigh, EX36 4LL

Email: wendyjsing@gmail.com Tel/Text: [07759484539](tel:07759484539)

Other useful documents

[Booking Form](#)

[Oxham Hall Inventory](#)