

Conditions of Hire for Oxley Park Community Centre

10 CLEAR WORKING DAYS ARE REQUIRED BEFORE A CANCELLATION IS MADE

1. All hire charges and deposits must be paid in advance, PRIOR to hire. Hire times must include set up time and clearing away time. (Please ask to see our hire charges listed separately).
2. Block bookers hall hire charges can be paid by cash, or cheque and either monthly or quarterly in advance. Single booking hall hire charges should be paid at the time of booking or at least a week prior to the event.
3. **In addition to the hire charge a returnable cash deposit of £100 must be made at the time of booking, or at least a month prior to hire, for block bookers and for family/private functions.**
4. **In addition to the hire charge a returnable cash deposit of £50 must be made at the time of booking, or at least a month prior to hire, for children's party bookings. N.B. a children's party is defined as a party where numbers do not exceed 40, party duration does not exceed 3 hours (exc set up and clear up time) and attendees are mainly children. For example a Christening or a Baby's 1st birthday party would be considered a family function not a children's party.**
5. **REFUND OF ANY DEPOSIT IS AT THE DISCRETION OF THE MANAGEMENT COMMITTEE. DEPOSITS WILL NOT BE REFUNDED IN CASES OF LATE CANCELLATIONS, EXCEPT IN EXCEPTIONAL UNAVOIDABLE CIRCUMSTANCES. DEPOSITS MAY ALSO BE KEPT IF HIRERS OR THEIR GUESTS BEHAVIOUR IS CONSIDERED UNREASONABLE.** Block bookings will be reviewed six monthly and block booking deposits may be refunded at this time, at the Centre's Management Committee's discretion, and only if the Centre's Management Committee are completely satisfied that conditions of hire have been adhered to.
6. **Private hirers of the hall/s for one of private functions will be able to collect their deposit 48 hours following their function, providing the Centre's Management Committee are completely satisfied that conditions of hire have been adhered to.**
7. The closing hours of the building are 11pm Monday-Saturday and 10pm on Sundays and Bank Holidays. All music and/or dancing **MUST STOP** prior to these times and must comply with the Indoor Entertainment's Licence. The Centre holds a PPL to cover you to play music publicly whilst you are in the Centre.
8. Hirers must leave the premises swept and tidy and all equipment and furniture should be stored away or placed tidily as required. Setting up and tidying time must be included in your **HIRE PERIOD**. Users will be liable **to lose** a deposit for non-compliance of this clause and any other relevant clause. The hirer is liable for the cost of any additional cleaning should this be necessary, and also for any damage or breakages that may occur during the hire period.
9. With prior approval from the management committee, large family/private party with guest numbers exceeding 40 and hire duration exceeding 4 hours may pay an additional fee to cover all tidying, clearing away, sweeping and extra cleaning. This may be an option for parties finishing after 10pm.
10. All equipment hired can only be used within the facility and must not be removed.
11. The Key Holder will unlock the building at the commencement of hire and the building will remain unlocked until the end of the hire period. The hirer should ensure that someone is present within the building throughout this period.
12. The Key Holder is asked by the Centre Manager to wait for 15 mins only from the start time of your booking and 15 mins after your finishing time. Any additional time will be chargeable.
13. The Key Holder will show the hirer all fire exits. They will also explain to the hirer the fire procedures in place for the building. Please give your close attention when this is being explained to you. Fire safety notices are displayed in the building.
14. The key Holder's contact number is displayed on the cupboard door in the kitchen. Please take this with you if you have to evacuate the building. We suggest you key the number into your phone.
15. Fire exits must not be obstructed in any manner at all. It is the hirer's responsibility to ensure that the fire procedures displayed in the building and verbally communicated to them are then communicated to their guests/clients.
16. **It is illegal to smoke inside the building.** This regulation has been extended to include the outside areas of the property at the back and front of the building. Therefore, if any of your guests smoke, they must do so well away from the building's immediate area. Failure to comply could put future bookings in jeopardy.

17. No fireworks (indoor or outdoor) are allowed.
18. No liquid substances or items that may be seen as a fire risk are allowed.
19. No smoke machines, or any other equipment that may affect the sensors, are allowed. If the fire alarms are triggered the fire brigade are automatically called. If this is a false alarm caused by the hirers then any related cost will be charged to the hirer.
20. No betting, gaming or lotteries shall take place on the premises, except that allowed by law and the hirer shall obtain any licence or certificate required, prior to booking the premises for such use.
21. The hirer shall ensure compliance with all the relevant legislation, orders and regulations, in particular, that relating to music, singing and dancing and the sale and supply of liquor. We do not hold a Liquor Licence, so if you are selling liquor you must bring your own Liquor Licence. It must be displayed at all times during the event and a copy of the Licence must be forwarded to the Community Centre Manager **BEFORE** the date of the booking. Failure to do so will result in the event being cancelled. A Liquor licence is not required if you are bringing liquor onto the premises for your guests, as long as you are not selling the liquor.
22. Hirers must not cause annoyance or nuisance to local residents or adjoining occupiers by the playing of unreasonably loud music, parking in front of driveways etc. Young people (18 and under) must be supervised by responsible adults at all times during the course of their booking. Supervisors must be provided by the hirer and be aged 21 and over with a minimum ratio of 1 adult to 10 young people.
23. With the exception of guide dogs, no animals will be allowed on the premises.
24. For events covered by the Indoor Entertainment's Licence, the numbers must not exceed those stipulated.
25. Approval for the use of Oxley Park Community Centre premises by political parties shall be determined by the nature of the occasion. Public meetings such as rallies will not be permitted.
26. The premises shall be used for community purposes only and shall not be used as the hirer's postal address.
27. No alterations or additions shall be made to the premises without the written consent of the Management Committee and any such work shall be completed at the hirer's cost and to the Management Committee's approval.
28. No advertising or publicity material will be displayed inside or outside the building without the prior approval of the Management Committee
29. The Management Committee reserves the right to cancel the hiring if the hirer breaks any of the above conditions.
30. The Management Committee reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time without prior notice.
31. The Management Committee reserves the right to close the premises at any time for emergency or periodic maintenance and also when the premises are required for public elections or similar events.
32. The hirer shall only use the Community Centre's outside area with prior permission from the Management Committee, as this does not automatically form part of the hire.
33. Applications are only accepted from persons over 18 years.
34. **ALL RUBBISH** will be disposed of by the key holder. Please leave in black sacks outside the building.
35. **If applicable Public Liability Insurance certificates must be shown and a copy held by the Centre.**
36. **If applicable Community Youth Scheme registration certificate must be shown and a copy held by the Centre.**
Please be aware that Hirers that are working with children and young people must ensure they are REGISTERED under the Milton Keynes Council's Community Group Registration Scheme.
37. **Please see separate listings for our hiring costs. Special occasions, such as New Year Bookings and Christmas Bank Holiday bookings will be considered but will incur additional charges.**
38. The Management Committee reserves the right to cancel the booking if the hirer breaks any of the terms and conditions.

We are proud of our community facility, so ask that you remain respectful at all times.

We welcome your comments and feedback, so that we constantly strive to improve our service to the community.