

The Horspath Hub

Terms and Conditions of Hire

*Please read and then check the box on the booking form
Booking can then be approved*

1. The Horspath Hub is situated in what was the Methodist Chapel. Hirers are expected to respect these **Terms and Conditions**, to collect and leave keys as required and to leave the facility as found in a clean and tidy condition ready for the next hirer.
2. There is disabled access at the very front of the building, and one of the toilet cubicles is designed specifically for those who need easy access to facilities.
3. The main hall has an overhead projector that can be connected to your laptop or ours with our own sound system. If you require these facilities please let us know so we can arrange access.
4. Hiring prices are reviewed annually and prices charged will be those in force at the time of the let. Full payment must be made when the booking is made. If a cancellation is made less than 14 days before the event 50% of the charge will be refunded.
5. At the end of the hire please close all internal and external doors and windows if opened and secure. If curtains have been closed, please open them again. Please ensure that all lights are switched off, and the heating thermostat turned down as directed.
6. Please leave the Horspath Hub in a clean and tidy state ready for the next hirer. (Mops and brooms are in the cupboard just outside the toilets, the key is hanging up in the kitchen). Any damage should be reported and there will be a possible replacement charge. Please return all chairs and tables to where they were found, ready for the next hirer. The upholstered chairs must not be removed for use outside.
7. After the hire of the Hub, should it be left in an untidy/messy state, then we will be invoicing you for the cost of cleaning. This will be commensurate with the hourly rate of our cleaner.
8. Rubbish must be sorted into recyclable, rubbish and food waste as appropriate and left in the correct bins in the kitchen. Any broken glass must be wrapped before disposal. No liquids to be emptied in the bins. *(There are also large dustbins to the left of the main door next to the Hub.)*
9. The small car park which is part of the Hub can be accessed via the main gates (combination: 1940). This is useful for unloading and loading and the vehicle can then be parked at the back of the hall. This small car park is reserved for disabled vehicles in addition to that, or the Village Hall Car Park can also be used if required. Please do not park close to the rear fire door as clear access is required at all times.
10. It is the responsibility of the hirer to ensure that **everyone** is aware of the FIRE EXITS and that people are able to escape unimpeded and assemble in the grounds at the rear as marked or onto Manor Farm Road. Fire doors must remain unobstructed during use. Please make yourself aware of our three main exits. The large main entrance must remain unlocked during use; the other two can be used as normal fire doors. Please be aware that there is no fire alarm, but in the kitchen there is a smoke and carbon

monoxide detector. The fire extinguishers located by each exit are only to be used to assist exit, not to fight a fire. (See point 23)

11. Consumption of alcohol: The Hub has a Premises Licence that allows alcohol to be served to anyone over 18 but it must be consumed on the premises. The hirer is responsible for serving alcohol and is also culpably responsible for the behaviour of all guests.
12. Smoking is not permitted on these premises.
13. Parents or designated carers are responsible for the behaviour of their children using the facilities. Children should not be in the kitchen unattended.
14. Hirers are responsible for the insurance and safety of any equipment they bring with them.
15. No animals other than guide dogs are permitted within the Hub building.
16. Decorations such as balloons and streamers may only be attached by string to door and curtain fixtures. Please do not use pins or ANY kind of adhesive or BLU-TACK on the walls or paintwork.
17. Bringing fireworks into, or the ignition of fireworks or lanterns in the building or in the grounds is expressly forbidden.
18. Any property placed or left in the Hub or grounds is the responsibility of the Hirer and left at the Hirer's own risk.
19. Cars parked within the Village Hall car park or on the Horspath Hub grounds are left entirely at the owner's risk.
20. Please note that there is a permissive footpath through the outside area to allow access to the car park and village facilities which are in constant use. There is a gate on the bridge which hirers may close but not lock and a notice to inform users to close it afterwards can be placed on the gate.
21. If there is anything wrong or a problem with your let, please let us know as soon as possible by calling: 07591 933 964 Or afterwards to report via email to: horspathhub@gmail.com
22. A First Aid Box and defibrillator are located in the entrance area. The accident book is kept in the kitchen, but please keep us informed of any issues.

23. In the event of a Fire:

Raise the alarm

Exit the building by the nearest exit

Move to a safe area away from the building

Call 999

Do not return to the building until authorised to do so

Do not take any risks

Please inform one of the trustees by phone when safe to do so in this order:

- | | |
|--------------------------------|---------------------|
| 1. John Underdown: 07825615735 | 4. Ray: 07445087820 |
| 2. Sheila Frankum: 07779672163 | |
| 3. Natalie Oakley: 07543890405 | |

- 24. The Hub must be returned to how it was found and vacated by 10.30 pm.**
- 25. This is a residential area so we ask if your activity includes loud music that all the windows and doors are closed while this is playing. We ask you to be as quiet as possible when leaving the Hub, especially in the evening.**
26. The maximum number of people using the main hall is: 50 seated or 60 standing
27. The maximum number of people using the Meeting Room is: 12 seated or 17 standing
28. The schedule for hiring the Hub is as follows:
29. The main hall is £20 per hour, but for residents the rate is reduced
30. The Meeting Room can be booked just on its own is £10 per hour, again reduced for residents
31. The fully equipped kitchen may be allocated to you for no extra charge, but please add this when booking your room.
32. The Trustees of the Friends of Horspath reserve the right to change these Terms & Conditions at any time at their discretion, and to refuse bookings if there has been a problem with any previous booking.

We thank you for your cooperation and hope you enjoy the use of Horspath Hub.

Horspath Hub, The Old Chapel, The Green, Horspath, Oxon OX33 1RP

Registered Charity: 1152667

Email: horspathhub@gmail.com

Web: www.horspathhub.co.uk

Telephone: 07591 933 964