

CONDITIONS OF HIRE

1. INTERPRETATION

In these conditions, the following expressions have meaning:

Management = the Thame Barns Centre Management Committee

Hirer = The liable payee named on the application form

Premises or Centre = Thame Barns Centre

2. AGREEMENT

The letting of the premises is subject to strict compliance with the following conditions as may be amended by the Management Committee. The hirer acknowledges that he/she has read the conditions and has undertaken to fully comply with them.

The Management or its authorised representative may refuse admission or close the premises in the event of any breach of the regulations.

3. PERIOD OF HIRE, PAYMENT AND CONFIRMATION OF BOOKING.

No application for hire will be accepted unless confirmed by the Management and payment has been received.

Hire shall commence from the time booked i.e. setting up and time for clearing away must be paid for.

Should the hirer occupy the premises after the time of the allocated hire, he/she shall be liable for the additional hiring fee and for any loss caused to the management.

Bookings must be paid for in full at the time of invoicing. A receipt for payment will be issued upon request.

The Management reserves the right to refuse any application without stating a reason or to impose special conditions if considered appropriate. The decision of the Management shall be final.

The precise purpose for the hire must be clear to the management.

You are responsible for setting the room up and returning the room to the way you found it.

4. CANCELLATION BY HIRER

If the hirer cancels a reservation written notice must be given and refunds will be made as follows:-

More than 28 days notice - refund less 20% administration fee: .Less than 28 days - no refund:

5. CANCELLATION BY THE MANAGEMENT

Before a function commences, should the Management be of the opinion that it might prove to be of an undesirable nature, it shall have full power to cancel the engagement at any time and shall not be liable to pay compensation. The Management reserves the right of entry for its authorised representative at all times.

The Management shall not be held responsible for the temporary closure or interruption of any engagement in the event of any breakdown or accident howsoever caused.

6. INCREASE IN SCALE OF CHARGES

The Management reserves the right in all cases to vary the letting charges at any time upon giving the hirer written notice prior to the date of a confirmed booking. The hirer shall be at liberty to cancel the booking within 7 days of the date of such notice and shall receive full refund.

7. DAMAGE

The Management reserve the right to ask for a £100 (or £500 for a wedding reception) deposit which will be refundable at the Management's discretion.

The cost of repairing any damage however caused during the period of hire shall be paid to the management.

Push chairs and prams are not permitted on carpets or wooden floors. Wheel chairs for the disabled are exempt.

Animals are not permitted in the premises. Guide and hearing dogs are exempt.

8. APPARATUS

All furniture, apparatus and appliances brought into the premises shall be with the approval of the Management, electrical equipment must be PAT tested.

9. CLEANLINESS OF THE PREMISES

The premises must be left in a clean condition to the satisfaction of the Management. Equipment, materials and foodstuff must not be left on the premises without the consent of the Management. The hirer is responsible for clearing away all rubbish which must not be left on the premises.

10. PUBLIC ENTERTAINMENT/COPYWRITE/LICENCES

All music and dance must conform with our Premise License. Music must stop no later than 23:30 hrs on Fridays and Saturdays. Failing to comply could result in prosecution of the hirer.

In accordance with our Premises License all windows and doors facing Church Road must be kept shut from 10pm onwards.

The hirer shall indemnify the Management against any infringement of copyright during the period of hire.

No alcohol may be sold on the premises other than with the express written permission of the designated premises supervisor in accordance with the Licensing Act 2003. A copy of your TENs license must be given to the Centre prior to your event.

11. SECURITY/SAFETY

The hirer accepts the responsibility for the safety of his or her, clients/customers/guests during the period they are in the premises, and for compliance with the emergency and evacuation procedures displayed in the Centre.

Children must be supervised at all times.

Furniture, apparatus, push chairs, prams etc must not obstruct access to fire exits or fire extinguishers.

No activity shall take place or any equipment used that will increase the risk of fire without written consent of the Management.

In the event of the fire system being activated when there is not an emergency the hirer will reimburse the Management for all expenses incurred in order to restore the system.

The hirer is responsible for insuring that all lighting is switched off and windows and doors are secured at the end of the hire.

12. PARKING

Parking is permitted in the allocated spaces on access roads and in the spaces marked for Thame Barns Centre in the rear car park.

13. COMPLAINTS

Any complaint concerning the use of the premises or any arrangements connected with it must be made in writing to the Management.

14. ACCESS TO THE BUILDING

If requested a key to gain access must be collected during office hours during the week prior to your booking.