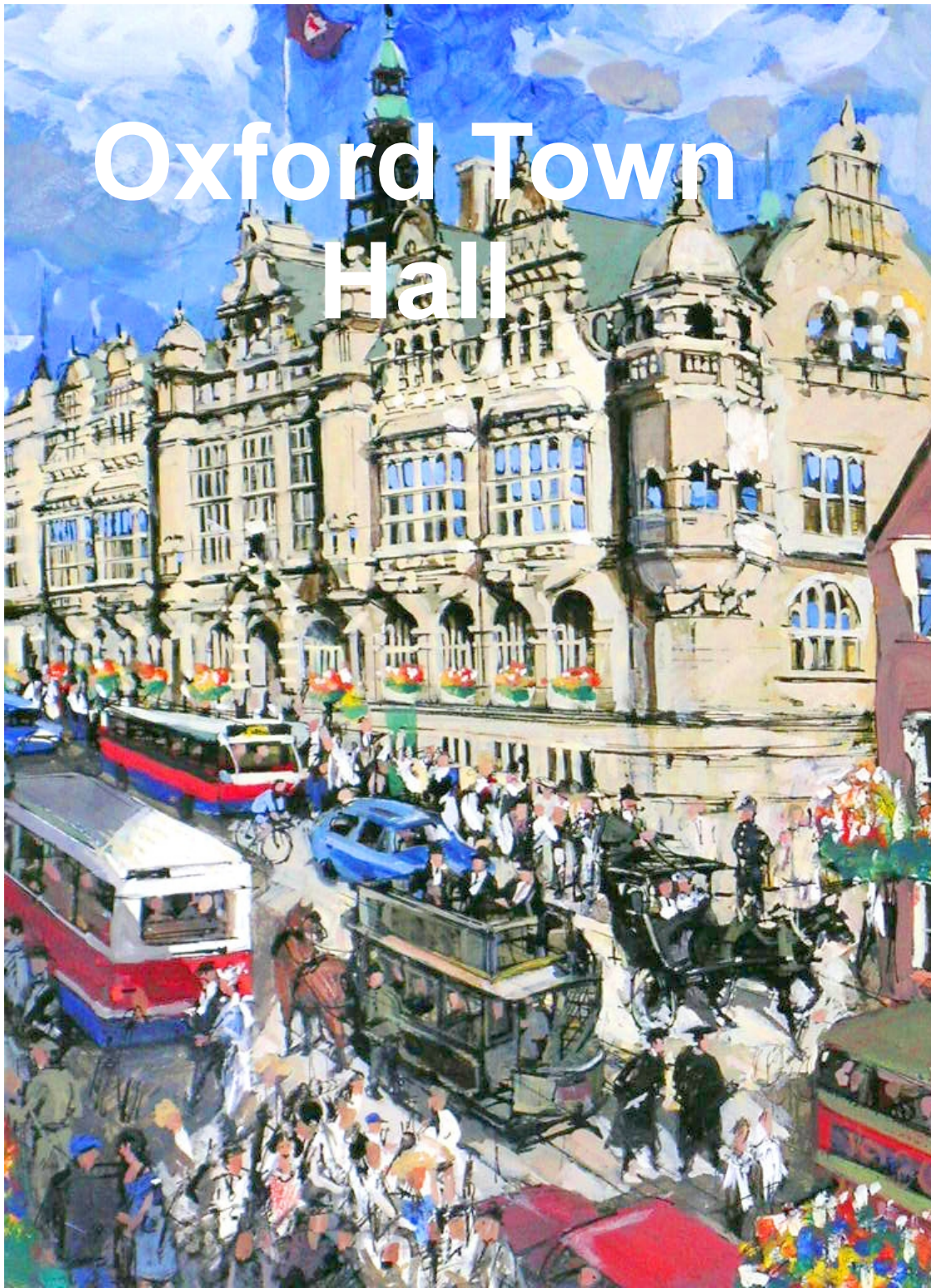


Oxford Town Hall



www.oxford.gov.uk



**OXFORD
CITY
COUNCIL**

Conditions for Hire



These Conditions of Hire of Accommodation set out the legal requirements under the terms of our Premises Licence, the Licensing Act 2003 and Oxford City Council conditions for public use of Town Hall accommodation. They are intended to ensure the safety of persons using the premises, staff, the building and fixings.

You are strongly recommended to read these conditions and ensure those persons organising your event are aware of their requirements. Should you fail to comply with the conditions Town Hall staff have the authority to stop your event.

These conditions apply to all events whether the public is admitted or not.

In these conditions:

“Premises” refers to the accommodation available for hire at the Town Hall.

“We”, **“our”** and **“us”** refer to Oxford City Council acting through the Head of Service, Policy Culture and Communication.

“You” and **“your”** refer to the hirer of the premises.

If there is any area you do not understand, please contact the Town Hall Manager or Supervising Town Hall Keeper on Oxford (01865) 252559 or 252350, for clarification.

Larger print copies are available on request.

Lidia Pocock
Town Hall & Museum of Oxford Team Leader
Updated July 2011

Front cover painting by William Bird of Oxford

CONTENTS

Subject	Pages
Hiring and Fees	3-6
Restrictions on use of the premises	6-9
General Information	10-11
Amplification, Broadcasting & Recording	12
Films (and Video)	12
Insurance Cover	13
Royalties and Duties Payable	13
Advertising	13-14
Catering & Excisable Liquors	14

HIRING AND FEES

1. General.

- Our fees are reviewed annually and are generally charged on an hourly basis. The minimum hire period is two hours.
- You must be aged 18 or over before we will consider your application to hire the premises.
- You must leave rooms used in a fit state for use at the end of the hiring.

2. Period of Hire

The premises are not available for hire between the hours of 1.00 a.m. and 7.30 a.m. You must keep to the period of hire specified in your application form. You must indemnify us against any claim, loss or costs arising from your failure to vacate the premises at the agreed time.

3. Room Hire Fees

- **Standard Fee.** You will be charged at the standard fee unless you qualify for concessionary discount or are eligible for free use of a meeting room.
- **Concessionary discounts** may be granted to local community and charitable organisations within the City. If a non-City based organisation arranges an event where income would benefit City charities or community organisations, consideration would be given to agreeing a concessionary discount for that event. Concessionary discounts are not available outside our normal opening times or Bank Holiday use of accommodation.
- **Where free use** of meeting rooms is approved the following conditions apply:
 - I. 'Free' applies only to the room hire fees You will be charged for the use of technical facilities and catering.
 - II. An annual admin fee of £25 will be charged on the first free meeting of each year
 - III. Meetings are restricted to Tuesday and Thursday evenings 6pm to 9.30pm. Usage on other days or outside these times may be charged for at the appropriate rate.
 - IV. No more than one free meeting per month may be held in the Town Hall, meetings may be reserved not more than 3 months in advance.

4. Payment

- **Deposit:** You will be required to pay a non refundable deposit of £100 before your reservation is confirmed. Prior to receipt of that deposit, reservations are provisionally agreed but could be re-let if the completed application form and deposit have not been received by the due date. 25% of the balance will then be due 6 months in advance of the event
- **Balance:** The balance of the total fee is due 28 days before an event. If payment is not received, we reserve the right to cancel the reservation and

offer the accommodation elsewhere. In such cases any deposit paid would be forfeited.

- **Concessionary Fees:** Where a concessionary fee has been approved and is less than £200.00, the full fee due is to be paid before the reservation is confirmed.
- **Free Reservation:** Where technical resources have been reserved in addition to the room, the charges for the technical resources are to be paid in full at the time the accommodation reservation is confirmed.

5. **Cancellation**

- We reserve the right to cancel the Agreement for Hiring at any time:
 - If the premises are needed for purposes of national or local importance not contemplated at the time of hiring.
 - If the hiring of the accommodation is deemed not in the best interest of the City Council
 - Our decision to cancel in such circumstances is final. Any fee paid will then be returned to you, and you agree to accept it in full settlement of all claims, costs, losses and damages that you might otherwise have against us arising from the cancellation.
- In the event of your cancelling a free reservation with less than 24 hours' notice, or you fail to attend for a reservation, a non-take-up charge would be made.
- Free meeting room reservations are liable to cancellation or allocated another room if they would prevent use of the room(s) by a fee-paying client.
- In the event of your cancelling, the following charges would apply:

For Large Events (room hire over £500) and Wedding Ceremonies

i. More than 6 months notice	Forfeit non-refundable deposit
ii. 2 – 6 months notice	25% of full fee (or £100 whichever is more)
iii. 1 - 2 months notice	50% of full fee (or £100 whichever is more)
iv. Less than 1 months notice	100% of full fee

For small events (room hire under £500)

i. More than 2 months notice	£25 admin fee
ii. 1-2 months notice	25% of full fee
iii. Less than 1 month	Full fee due

6. **Additional Staff Working**

Where it is necessary for staff to work additional hours to prepare accommodation for an event, you may be invoiced for the costs involved. This will be particularly relevant for Saturday and Sunday reservations where accommodation has to be re-arranged or areas cleaned as a result of use of rooms on the previous day.

7. **Assignment or Sub-letting**

- a. Without our written consent you must not:
 - Assign the Agreement for Hiring;
 - Sub-let any or all of the premises;
 - Use the premises for any other purpose than stated in the application form.
- b. Where consent is given for the above, the event organiser will be charged the standard fee for all accommodation used.

8. **Internet Access and Telephone charges**

It may be possible to provide Internet access. Such requirements must be requested a minimum of 14 days before the event. Telephones are available in meeting rooms and can be used to make local calls only. If you require the use of telephone services during your event for other than local calls, a connection fee plus call costs plus 50% and VAT will be charged.

9. **Public Meetings**

Organisers of public meetings are not charged for use of accommodation provided they meet the following conditions:

- The meeting must be held in the Main Hall, Assembly Room, Old Library, Long Room or Council Chamber.
- The event must be publicised as a public meeting both within the City and on the Town Hall notice boards.
- There is no admission charge and the event is open to all, i.e. not a ticket holder only event.
- Meetings are restricted to Tuesday and Thursday unless agreed with the Town Hall and Museum of Oxford Team Leader.

10. **Refundable Bond**

We reserve the right to charge a bond, in addition to any other fees, which would be refunded after the event if our Conditions for Hire of the Accommodation were complied with.

11. **Technical Resources**

You will be charged for the use of technical resources at the current rate plus VAT, irrespective of the hiring fee charged (this includes organisations granted free use of accommodation).

12. **Use of Gas or Electricity**

- If your hiring could result in an unusually high use of gas or electricity, we have the right to install meters at your expense, to show the fuel used during the hiring. You must also pay us the cost of the fuel used.
- There are three 3 phase outlets available in the Main Hall. Fourteen days' notice must be given if this service is required. You must provide your own connector "plug". Only one outlet may be used at any one time.

RESTRICTIONS ON USE OF THE PREMISES

13. General

To maintain continuity and a high standard of Health and Safety these conditions will be applied to all use of the accommodation whether for public entertainment purposes or not. If you do not keep to these conditions you will have to indemnify us against any loss, fine or expense arising. If you need the written consent of the Council or Licensing Authority for any purpose, you should also send a copy of your request for consent to the Head of Policy Culture and Communications at the Town Hall.

14. Admittance or Re-admission

The Supervising Town Hall Keeper or his representative has the right to refuse admission on any grounds they see fit and to restrict admission or re-admission to the Town Hall after 10.00pm.

15. The following restrictions apply to all events

- Candles, whether lighted or not, must not be used for decoration. Battery operated candles are a suitable alternative
- For catering conditions see clause 57.
- Animals are not admitted, except guide dogs for the blind.
- No confetti or similar substance may be used at any function within the building.
- No gas filled balloons for any purpose
- We will not hire the premises for commercial bingo sessions or shows involving live creatures.

16. Damage to the Fabric of the Building or its Fittings

- You must not drive any nails, tacks, drawing pins, screws or similar things into the walls, doors, floors, woodwork or any part of the structure, nor use adhesive tape, blue or white tack to fix items to the floors or walls.
- You must take every care to avoid damaging the decoration.
- You must pay the cost of making good any damage to the paintwork, building, fittings, furniture or other property arising during the hire period as a result of your use of the premises.
- If you require hanging space please discuss with the Town Hall staff prior to your event

17. **Fire Exits and Equipment**

You must keep every other designated exit route free at all times from any other obstruction (including the first floor landing). No one may sit, stand or dance in any gangway. All entry or exit doors must be unlocked while the public is in the premises. You must not conceal to view, or obstruct access to, any fire fighting equipment.

18. **Fly Posting**

Fly posting in connection with your hiring is prohibited and if undertaken, could result in refusal of future reservation. Any costs to the Council involved in the removal of fly posting notices may be passed on to yourself.

19. **Health & Safety**

You must not:

- store or allow to accumulate rubbish or unused materials in any part of the premises;
- give performances involving danger to the public;
- bring any explosive, toxic, hazardous or highly flammable substance into the premises without our prior written consent;
- use stroboscopic lighting, smoke, vapour or water vapours;
- use lasers, unless in possession of a PM19 Certificate and name the use approved by the Local Licensing Officer;
- use cylinders for the storage of air or other gases or liquids under pressure except with our written consent. You must give at least 28 days' notice in writing of any proposal to use such things;
- use real flame in an entertainment unless we give you our prior written consent. You should apply in writing to us for consent to the use of real flame at least 28 days before the date of the event, giving full details of the proposed use of real flame and the date and time of any rehearsal.

20. **Hypnotism**

No one may give any exhibition, demonstration or performance of hypnotism, mesmerism or any similar act or process which is intended to produce in anyone a form of induced sleep or trance in which the susceptibility of the person's mind to suggestion or direction is increased or intended to be increased. Section 5 of the Hypnotism Act, 1952, provides the only exceptions to this Condition.

21. Limitation on Numbers

The maximum room capacity permitted may reduce dependant on your additional requirements in the room. The Main Hall stage may not be used for public seating.

22. Where you wish to set out the accommodation in a way different to our standard options, you should discuss your requirements with the Supervising Town Hall Keeper on Oxford (01865) 252350 and agree a planned layout. Failure to do so may lead to your proposed layout being refused on the day of your function.

23. Furniture and/or equipment in the meeting room is not to be re-arranged without prior permission. You will be invoiced for the cost of repairing or replacing any furniture or equipment damaged as a result of your unauthorised movement of items.

24. Maintenance of Good Order

You must do your best to maintain good order and decent behaviour by persons attending your event. Events must be conducted decently, soberly and in an orderly manner to ensure the safety of the public, performers and our staff. We reserve the right to employ door supervisors for any reservation, the cost of which would be passed on to you.

25. Nuisance

You must ensure that noise does not come from the premises, which causes a nuisance or disturbance to people in the neighbourhood. You and your stewards must ensure that people leave the premises in an orderly manner. We may, at our discretion, impose specific maximum sound pressure levels.

26. Use of non-Council Equipment

- We reserve the right to refuse the use of any object we consider unsuitable for use within the Town Hall.
- Temporary electrical items may only be installed with our prior approval in accordance with the Institute of Electrical Engineers' Regulations. The item(s) must be cut off from the permanent installations immediately after each occasion on which used. They must be disconnected from the power source as soon as the need for them has finished.
- We reserve the right to have electrical items inspected prior to use and any costs involved added to your invoice.

27. Sale of Goods

Goods must not be sold in the premises without our written consent.

28. Smoking

It is against the law to smoke in the Town Hall and subject to fixed penalty notices or court action. You must ensure that persons attending your event do not smoke in the building.

29. Spillage of Water

Boxing and wrestling promoters must provide sufficient tarpaulin to protect the floor in the Main Hall from the spillage of water. At other events where spillage of water or other liquids occurs, you must ensure the spillage is cleared as soon as possible. For decoration such as Ice Sculptures suitable provision must be in place to ensure no spillage and subsequent damage is caused to flooring or breach to Health and Safety requirements

30. Use of Stage

The use of the stage is restricted to performers only, but we will consider written requests to depart from this hiring condition. In any event, the permitted seating capacity of the Main Hall must not be exceeded (see clause 22).

31. Variation of and Compliance with these Conditions

We may vary any of these conditions at any time provided written notification if such is given. It is a requirement that while you, or anyone in your party, are/is on Council premises, you and/or your party members comply with all reasonable instructions given by the Council or any Council officer.

32. You must ensure that persons engaged by you for the purpose of your hiring are informed of and comply with Conditions, which apply to them.

GENERAL INFORMATION

33. **Cloakroom Facilities**

A cloakroom is not available as standard but a suitable room can be arranged prior to your event. Charges may apply in regards to hanging rails and staffing

34. **Inspection by Officers**

When in public use, the premises must be open to free access and inspection by:

- Authorised officers of the Licensing Authority.
- Police Officers.
- Fire Authority Officers.
- The Supervising Town Hall Keeper or his appointed representative.

35. Authorised officers have authority to take photographs, measurements, recordings and samples.

36. **Loading and Unloading**

- No vehicle may wait outside the Town Hall in St Aldate's for the purpose of loading or unloading from 7.30 a.m. to 9.30 a.m. and 4.00 p.m. to 6.30 p.m. 7 days per week.
- For loading and unloading during this time frame and also for use by several vehicles Blue Boar street is advised. Stewards would be recommended in this instance. Please ask Town Hall Management for further information

38. **Removal of Equipment**

Oxford Town Hall should be clear of all items belonging or bought in by the hirer by the end of the agreed event time unless we agree to a later clearance time in writing. You may be liable to a storage charge for items left after the agreed collection time. Items are left at your risk.

39. **Responsibility for Injury or Damage**

As far as any death or injury arising from the hiring or use of the Town Hall, results from our negligence, we accept liability. Otherwise we do not accept any liability for loss, damage, death or injury. See clause 49 regarding insurance cover.

40. **Stewarding**

You or some responsible person aged 18 or over whom you nominate in writing, must always be present when the public are on the premises. The person in

charge must not be engaged in duties that prevent them from exercising general supervision of the hiring arrangements. Although members of the Town Hall staff will be on duty when the building is in use, you must provide stewards for your event. This means:

- Whenever members of the public are on the premises, competent adult stewards must be present unless we tell you differently in writing. These stewards must have been instructed by a member of the Town Hall staff as to their duties in the event of a fire or other emergency. Such instructions will concentrate on the aim of avoiding panic rather than putting out the fire and will be held immediately before the public is admitted to the premises.
- The Supervising Town Hall Keeper, prior to your event, will confirm the minimum number of stewards who must be present at each separate level of the premises.
- Stewards must not be engaged on any duties which will:
 - i. Prevent them from promptly carrying out their duties in an emergency;
 - ii. Take them away from the floor level where they are on duty.
- All stewards must be readily identifiable as such.
- We reserve the right to employ door supervisors to steward any reservation. The cost of these door supervisors will be added to your invoice.
- Where you employ door supervisors to maintain order in the Town Hall such supervisors must be registered with Oxford City Council.

41. A separate booklet on Instructions for Stewards and Emergency Procedures will be issued to you prior to your event. It is your responsibility for ensuring that your stewards are aware of the requirements set out in this booklet.

42. **Wheel-chairs**

To ensure safe evacuation of the premises in the event of an emergency wheelchair access is restricted to 1% of the room capacity i.e. for an event in the Main Hall with maximum seating for 500 you would be restricted to 5 persons in wheelchairs. If you are likely to exceed the permitted room capacity or require a particular layout to accommodate wheelchair use you must discuss your requirements in advance of your booking with the Town Hall administration on 01865 252195 or the Supervising Town Hall Keeper on 08865 252350.

The Main Hall, Court Room and Council Chamber balconies are not accessible to persons in wheelchairs. The Council Chamber is not suitable for use by persons in wheelchairs.

AMPLIFICATION, BROADCASTING AND RECORDING

43. **Amplified Music**

All amplified music must be controlled within any restrictions for control or monitoring which have been notified to you in writing and should not exceed 90db.

44. **Broadcasting**

You must not transmit or permit the transmission of any means from the premises without our prior written consent.

45. **Recording**

You must not record, by any means, an event in the Town Hall, without prior consent. We reserve the right to charge a fee and require acknowledgement of City Council permission, for any recording undertaken.

46. **Induction Loop System for Persons with Impaired Hearing**

An inductive loop system has been installed but can only be used in conjunction with the public address or conference systems, in the Main Hall, Assembly Room, Old Library, Council Chamber and St Aldate's Room and as such must be requested in advance of the event. This helps people with impaired hearing, provided they have a suitable hearing aid.

47. **CCTV**

A CCTV system operates within the Town Hall for safety and security purposes. It operates and records 24 hours a day. Any queries regarding the system should be addressed to the Town Hall manager.

FILMS (AND VIDEOS)

48. **Films & Videos**

- If it is intended to use any part of the hired accommodation for the showing of films (including video films) written notice must be given of this.
- In accordance with the Cinemas Act, 1985, the hirer of any part of the Town Hall used for the showing of films is required to give not less than 7 days' notice in writing to the Business Manager, Environmental Health, Ramsay House, St Ebbes, Oxford, OX1 1PT; Thames Valley Police (telephone 01865 266014), St Aldate's Police Station, St Aldate's, Oxford; and the Chief Fire Officer, Rewley Road, Oxford.
- An area of one metre wide should be kept clear at all times around the projector and defined by a barrier. No unauthorised persons should be allowed within this area.

INSURANCE COVER

49. **Insurance Cover**

You must insure against any possible liability arising from your use of the Town Hall. We would recommend Public Liability Insurance for all events being attended by large numbers of the public or where a large amount of equipment is being brought in. See clause 57 regarding insurance requirements where you bring food onto the premises. You must provide us with details of the insurance cover prior to the start of your event.

ROYALTIES AND DUTIES PAYABLE

50. Payment of Royalties

You must pay any taxes or royalties chargeable or payable for an event at which entertainment is provided.

51. Performing Right Society

We hold a license from the Performing Right Society to perform or permit to be performed in public any and every musical work in the repertoire of the Society and of the Foreign Societies affiliated to it. If any copyright music is performed you must list it on the form, which we will supply on request. The form must be completed and returned to us within 7 days of the hiring. (Note: Almost all music is copyright - vocal and instrumental, including dance music).

52. Phonographic Performances

We do not hold a license for the playing of sound recordings. They must not, therefore, be played without first obtaining the consent of Phonographic Performance Ltd, 1 Upper James Street, London, W1F 9DE tel. 020 7534 1000, fax. 020 7534 1111. You must indemnify us against all amounts, which we may be liable to pay because of any breach of this clause.

ADVERTISING

53. Posters

Poster boards are available throughout the Town Hall and both A3 and A4 size posters can be accommodated subject to available space. Information of public events may be added to our "Whats On" posters subject to information being submitted by hirer within required timescales.

54. Social Media

Public events will be advertised via Facebook and Twitter subject to information being received. Events will also be added to our Events listings on our website.

55. General

All advertising material and campaign must be completed by the hirer. We will endeavour to help enhance the profile but cannot guarantee attendees.

56. **Acknowledgement**

Where you are given a discount on room hire fees, or free use of accommodation, you agree to acknowledge our support for your event by displaying the City logo and 'Supported by Oxford City Council' on any advertising material relevant to the booking.

CATERING & EXCISABLE LIQUORS

57. If you require catering or refreshments at your event, of whatever sort, please contact Town Hall management for specific terms and conditions

Oxford Town Hall offers a wide range of accommodation for community and commercial events.

We will be pleased to advise you on social events, room availability for study days, seminars or product launches.

With accommodation in the Main Hall for 742 we have the ideal City centre location for your AGM, bazaar or conference.

To discuss your requirements and to view, please telephone 01865 252195

Website: www.oxford.gov.uk

The Town Hall, St. Aldate's, Oxford OX1 1BX