

TERMS AND CONDITIONS

Bookings

- A booking can only be confirmed once the duly completed booking form together with deposit payment and/or damage payment (if appropriate) have been returned to Botley Parish Council.
- A booking deposit of £50.00 must be paid at the time of booking or full payment if the total hire fee is less than £50.00.
- The minimum letting period is one hour.
- The Hall Management Committee reserves the right to alter any bookings or amend the charges at any time. In the event of the new charges being unacceptable the booking deposit together with damage deposit paid will be refunded in full and the letting cancelled.
- Note on arrears – the right of users to book the facility may be withheld if their account is in arrears.
- VAT at the current rate will be applied to all hire charges.
- Botley Parish Council gives notice that henceforth it will refuse to disapply the Option to Tax in respect of the hiring or leasing of the Botley Centre by charitable bodies

Cancellation

- In the event of cancellation within 7 working days of the letting date then the initial amount paid shall be non-refundable.
- If notice of cancellation of the event is received by at least 30 days before the letting date, then the deposit paid shall be refundable less a £10.00 administration charge.
- Damage Deposit payments shall be refunded in full in the event of cancellation of the event booked.
- In the event of a regular hirer wishing to cancel their booking then at least four weeks' notice must be given in writing to the Parish Council. Failure to comply with this condition will result in a four week notice charge being levied based on their average usage of the centre over the past three-month period.

Damage Deposits

- A damage deposit of up to £300.00 will be charged at the time of booking and will be banked by Botley Parish Council.
- Should damage to the building occur which exceeds the damage deposit paid then an account for the excess amount will be sent to the hirer by Botley Parish Council.
- Damage deposits will be returned within 28 days of the letting date subject to the following terms and conditions:

Use of the Facilities

- a) The facilities are used solely for the function for which they are booked and for no other purpose.
- b) A deduction will be made from the damage deposit if during the hire period the fire or security alarm systems are falsely activated.
- c) The premises are to be left with the lights switched off, all windows are secured, floors swept and toilets flushed.
- d) All property belonging to the hirer shall be removed on the day of the function unless prior arrangements have been made with the Booking Clerk and an additional charge may be levied for this service.
- e) All rubbish and food must be removed from the premises on the day of hire.
- f) No candles or naked flames to be used in the building except birthday cake candles.
- g) No artificial smoke or "smoke machines" are to be used within the buildings.
- h) No barbeques to be used or bonfires lit in the grounds.
- i) **No bouncy castles or smoke machines are permitted within the building or outside on the Recreation Ground.**
- j) **No decorations or Banners to be affixed to the walls of any of our halls, or to the orange acoustic panels in the Botley Centre Main Hall. Damage to the orange acoustic wall panels in the Botley Centre Main Hall will incur a fine.**
- k) Botley Centre: All music must cease at 11.00pm on Saturday and by 10.00pm Sunday to Friday.
- l) Boorley Green buildings: All music must cease at 10:00pm due to planning restrictions.
- m) No alterations or adjustments shall be made to the heating system in the halls.
- n) No alterations shall be made to the existing electrical circuits
- o) It is the hirer's responsibility to ensure that all electrical equipment brought into the premises for use must be in a safe condition and if appropriate had the relevant safety inspection.

Liability

- The Parish Council accepts no responsibility for losses or damage to user's property or personal equipment while on Parish Council premises.
- Cars parked in the car park are left at the owner's risk and the Council will accept no liability for any loss or damage.
- The sites are not staffed at the weekend or after 16.30hrs on weekdays.
- In the event of an accident needing medical attention contact the Emergency Services by dialling 999.
- Any accident occurring on the premises must be reported to the Parish Council and an appropriate form completed.

General

- The buildings at the Botley Centre and Boorley Park are owned and managed by Botley Parish Council.
- All users of the facility must observe the rules and comply with any directions the management may give to ensure the smooth, safe and efficient operation of the site.
- The Council reserves the right to terminate the use of the facility by any person breaching rules and regulations or for any other reason the Council deems appropriate.
- All members of the public are entitled to use the facilities while Botley Parish Council retains the right to withdraw all or part of the facility for up to 14 consecutive days without compensation and with or without notice for; cleaning, repair, alteration, maintenance; after which time compensation will be considered.
- Botley Parish Council reserves the right to alter and amend these rules at any time.

FIRE SAFETY

Please ensure you have read the Fire Safety information sheet provided with to the Booking form. It is the hirer's responsibility to ensure the safety of their guests/group in the event of a fire. Please inform your guests/group of the position of the fire exit doors at the beginning of the hire period. Fire exits must be kept clear at all times.