

South Oxford Community Association

Lake Street · Oxford · OX1 4RP

Telephone 01865 242666

www.southoxford.org

e-mail enquiries@southoxford.org

HIRING OF PREMISES

Details of Hirer

To be completed by all hirers.

Name of Hirer / Organisation: _____

Name of Person Responsible* (i.e.
person signing hire agreement): _____

Position in Organisation: _____

Address: _____

Postcode: _____

Telephone Day: _____

Evenings: _____

Mobile: _____

E-mail: _____

* Agreements made on behalf of an organisation must be signed by an officer of that organisation e.g. Chair, Treasurer, Secretary. It is important that we have up to date information therefore please advise us of any changes.

Accommodation

Only complete this section if you wish to make a regular booking.

Rooms (please tick)	With / without use of kitchen	Day	Times From - To	Hourly Rate	Frequency i.e. weekly, monthly etc
Main Hall					
Lower Hall					
Dojo					
Room 2					
Room 4					

Please give as much notice as possible (5 working days) if you need to change or cancel a regular booking. SOCA reserve the right to charge up to 50% of the hire charge if this is not observed.

Every effort will be made to provide the accommodation agreed but from time to time it may be necessary to offer an alternative room. In the event of the need to cancel a regular booking (but subject to clause 14 of the agreement) you will be given notice of no less than 5 working days.

Room hire charges are reviewed annually and you will be given not less than 4 weeks notice of any change to the above hourly rate.

AGREEMENT

The South Oxford Community Association (SOCA) agree to let _____ ('the room') with/without the use of the kitchen to _____ ('the hirer') on _____ (date) from _____ to _____ and the hirer agrees to the following terms and conditions:

1. The Hirer agrees to pay the Room Hire Rate in force at the date of this agreement (see schedule) and in addition and in all cases a deposit of £25 is also payable which will be refunded subject to paragraphs 2,3,4,5,6,7 and 8 below. Payment is due in advance and must be received no less than 24 hours prior to the period of hire agreed above.
2. The Hirer agrees to leave the premises which includes the room hired, the toilets, passages and stairs giving access, clean and reasonably free of litter and refuse.
3. Any loss or damage to fixtures, fittings or property of SOCA must be reported to the Caretaker or Administrator as soon as reasonably possible. The Hirer agrees to indemnify SOCA in respect of any such loss or damage (fair wear and tear excepted) and any such indemnity will not be limited to the deposit payable under paragraph 1.
4. Hirers agree to be considerate of the residents in the neighbourhood of the Community Centre and avoid wherever practical making excessive noise. External doors and windows should remain closed when the premises are being used for the performance or production of live or recorded music or where such music or any public address system is used in connection with any activity of the Hirer.
5. The Hirer must not exceed the hours of public entertainment which for the purposes of this agreement shall be from 9.00am to 11.00pm Monday to Saturday, and must ensure that patrons depart from the premises no later than 30 minutes after the event finishes without causing disturbance in the street. The Association shall hire the services of a police officer if and when the need arises and any charges so incurred will be the sole responsibility of the Hirer.
6. Noise emanating from the Main Hall shall not exceed 40dB(A) as measured at 1 metre from any external façade of any habitable dwelling between the hours the premises are open for public entertainment
7. The Hirer undertakes to make certain that no more than 100 persons shall be present in the Main Hall at the function for which it is booked. The maximum number of persons attending a function in the Lower Hall shall be no more than 75.
8. No alcohol may be bought or sold for consumption on or off the premises unless the Hirer has, with the consent of SOCA, obtained a temporary licence from the relevant licensing authority.
9. The Hirer agrees to be bound by SOCA's Health and Safety Policy. A copy of this policy is displayed on the main Notice Board and is also available from the Administrator on request.

10. The Hirer is solely responsible for the well being and safety of users and occupiers of the premises hired out under the terms of this agreement and will indemnify SOCA for all loss and damage and personal injury arising from and during such use by the Hirer howsoever caused.
11. The signatory below shall be the person responsible for such indemnity provided for in paragraph 10 above and both in his/her personal capacity and on behalf of the organisation he/ she represents.
12. If the Hirer or his/her invitees are found to be in serious breach of the terms of this agreement SOCA reserve the right to terminate the use of the room hired forthwith.
13. The Hirer has the right to cancel this agreement on giving no less than 14 days notice to SOCA and will receive a full refund of any monies paid.
14. In the event that SOCA is unable to provide the room booked under this agreement because of circumstances outside of its control (e.g. flooding, fire, interruption of power supply or heating failure) all possible steps will be taken to provide an alternative room. If however it is impossible to accommodate the Hirer SOCA reserve the right either to offer an alternative booking, or cancel and refund all monies paid under this agreement. The Hirer acknowledges that SOCA will not be responsible for any losses financial or otherwise which the Hirer may suffer as a result of cancellation in accordance with this clause.

Signed for SOCA _____

I / We confirm that we have read and undertake to observe SOCA's terms and conditions of hire.

Signed by or on behalf
of the Hirer _____

Position in Organisation (if relevant) _____

Date _____