

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place FARINGDON, Oxfordshire, SN7 7HL

Telephone 01367 240281

www.faringdowntowncouncil.gov.uk

Town Clerk: Katherine Doughty



Faringdon Town Council - Conditions of hire (all venues)

These conditions apply to all bookings unless stated otherwise. By confirming a booking, the hirer agrees to these conditions.

1. Definitions

“Hirer” means the person or organisation making the booking.

“Council” means Faringdon Town Council and its authorised representatives.

2. Booking and payment

Bookings are not confirmed until:

- a completed online booking form has been approved
- full payment has been received (unless you are a regular hirer with a payment plan)

3. Cancellation

If the hirer cancels more than 7 days before the booking, a full refund will be issued. No refunds will be made for cancellations within 7 days of the booking date.

If the Council cancels a booking, a full refund will be issued. The Council will not be liable for any indirect or consequential losses.

4. Use of the premises

The hirer must:

- use the venue only for the agreed purpose
- not sub-let without consent
- comply with all relevant legislation

Booking times must include set-up and clearing. Access is only permitted during booked times unless agreed.

5. Extra hours

In the event of hirers leaving venues beyond the period of hire, in accepting these terms and conditions, the hirer will pay for extra hours used.

6. Supervision and responsibility

The hirer must be over the age of 18, present throughout the hire and responsible for all attendees. Stewards and/or security staff may be required depending on the nature of the event.

7. Capacity and safety

Maximum capacity must not be exceeded. Fire exits must remain clear.

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place FARINGDON, Oxfordshire, SN7 7HL

Telephone 01367 240281

www.faringdowntowncouncil.gov.uk

Town Clerk: Katherine Doughty



The hirer is responsible for:

- informing attendees of emergency procedures
- evacuating the building if required
- complying with Martyn's Law and taking appropriate public protection procedures (see <https://www.protectuk.police.uk/martyns-law/standard-tier>).

8. Health and safety

The hirer must ensure activities are safe and carry out a risk assessment where appropriate.

We do not permit:

- smoking or vaping indoors
- naked flames
- smoke/haze machines
- hazardous substances

All accidents must be reported.

9. Electrical equipment and projectors

All Council equipment is regularly safety checked and maintained. Any equipment brought onto the premises by the hirer must be safe, in good working order and suitable for use. The Council may refuse the use of any equipment it considers unsafe.

Projectors are available in some venues however the Council does not hold a TV licence so live television broadcasts or streaming services must not be shown on the premises.

10. Arrival and departure times

Access to the venue is strictly limited to the times booked. Hirers must not arrive early or remain beyond their allotted booking time. Any additional time used will be charged at the standard hire rate and invoiced accordingly. The council reserves the right to recover these costs by appropriate means.

11. Support

Council staff are not available during hire periods. Hirers must ensure they are confident and competent in using any equipment, including the PA system, prior to their booking. All equipment is checked and confirmed to be working when the hire is set up. Staff are not available for ad hoc assistance or call outs during the hire.

12. Balloons

Unfortunately, helium balloons are not permitted as they are extremely difficult to retrieve from the ceiling. The use of balloons in general is discouraged in line with the council's environmental and sustainability policies, particularly in relation to single-use plastics.

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place FARINGDON, Oxfordshire, SN7 7HL

Telephone 01367 240281

www.faringdowntowncouncil.gov.uk

Town Clerk: Katherine Doughty



13. Animals

Animals are not permitted in the venues with the exception of assistance dogs.

14. Parties and events

The venues are not suitable for 18th or 21st birthday parties and bookings of this nature will not be accepted.

15. Public liability insurance

Insurance is required for:

- commercial or public events
- events involving contractors, performers or equipment

A minimum of £5 million cover is required unless otherwise agreed. Proof may be requested.

16. Alcohol and licensing

The hirer must inform the council if alcohol is provided and comply with licensing requirements. A TEN may be required.

17. Noise and behaviour

Noise must be kept to a reasonable level and not disturb neighbours. The council may require volume reduction.

18. Cleaning and waste

The hirer must:

- leave the venue clean and tidy
- return furniture to its original position
- remove all rubbish

Where additional cleaning is required, a surcharge of £25 per hour will apply, in line with our commercial cleaning costs.

19. Damages

The hirer is responsible for any damage, loss or additional cleaning. Costs for any damages will be invoiced.

20. Decorations and fixtures

Nothing may be attached to walls or fixtures without permission. All items must be removed at the end of the hire.

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place FARINGDON, Oxfordshire, SN7 7HL

Telephone 01367 240281

www.faringdowntowncouncil.gov.uk

Town Clerk: Katherine Doughty



21. Council access

The Council may enter the premises at any time and stop unsafe or non-compliant activities.

22. Council cancellation and refusal

Bookings may be cancelled when necessary, including when the premises are required for Town Council use, local elections or become unsafe. Reasonable notice will be given where possible.

23. Liability

The hirer is responsible for all activities during the hire.

The Council is not responsible for loss, damage or injury unless caused by its negligence.

24. Safeguarding

The hirer must ensure appropriate safeguarding measures are in place where children or vulnerable adults are involved.

25. Accessibility

Our venues are period buildings and, where possible, have been adapted to improve accessibility. This includes the installation of lifts, handrails and automatic doors. While there are some limitations due to the nature of the buildings, we have taken all reasonable steps to make the spaces as accessible as possible. If you have specific access requirements, please contact us in advance of your booking so we can advise and support where we can.

26. Environmental considerations

Hirers are encouraged to minimise waste, recycle and avoid single use plastics.

27. Acceptance

Confirmation of booking constitutes acceptance of these conditions.