

**DUNS TEW VILLAGE HALL**  
**Middle Barton Road, Duns Tew, Oxfordshire OX25 6JN**

**SCHEDULE OF CHARGES** *(from September 2014)*

Regular users (non-profit) .....	£6.00 per hour
Regular users (commercial) .....	£8.00 per hour
Private lettings -Duns Tew residents .....	£8.00 per hour
- Non-residents.....	£12.00 per hour
Corporate.....	£18.00 per hour

Hire charges apply to the whole letting period (i.e. from time of entry to time of leaving) so please include setting up and clearing away time in your booking.

The hire charge includes the use of the car park, all furniture, crockery, cutlery and glassware.

Tables and chairs must **NOT** be removed from the premises.

**Regular Users**

Please contact the Bookings Secretary to reserve dates (minimum 3 per 12 weeks) in advance. You will be sent an invoice.

**Private Lettings**

To confirm your booking you will need to complete the Booking Form and return it to the Bookings Secretary along with a cheque (*payable to Duns Tew Village Hall*) for the full cost of hire. If you require a receipt please request it on the form.

For non-residents a deposit cheque for £50 is also required. Please make the cheque payable to Duns Tew Village Hall and put your name and address on the back. Your cheque will be returned to you after your event if all conditions of use have been complied with.

For lettings to persons under 21 years of age special conditions apply  
(*Please see Booking Forms*)

**Cancellation Charges (Private Lettings)**

- Less than 30 days in advance, 50% payment
- Less than 7 days notice, full payment

Cancellation must be communicated by email to bookings clerk.

### **Additional Charges (Regular and Private Lettings)**

Additional charges will be levied for:

- (i) Missing equipment, damage and /or breakages at the following rates:
  - Tables at £100 each
  - Chairs £10 each
  - Glasses £1 per item.
- (ii) Cleaning at £20/hour if extra work is needed as a result of the hiring.
- (iii) Failing to switch off lights, water heaters or appliances.
- (iv) Making good any damage to the fabric of the hall

### **To Make a Booking**

Please contact Rachel Edwards

dunstewvillagehall@googlemail.com

### **Any Breakages or Faulty Equipment**

Please report to: Mr. Duffle Simons (Village Hall Caretaker)

Tel: 07903 677342

### **For any other General Enquiries**

Please contact: Jackie Davies (Village Hall Secretary)

Tel: 01869 340481

### **Hiring of Village Hall Equipment (without hiring the Village Hall)**

Village Hall equipment is NOT available for hire.

Exceptions to the above may be made for community events at the discretion of the Village Hall Committee.

# DUNS TEW VILLAGE HALL

## CONDITIONS OF USE

### Capacity

A maximum of 100 people can use the hall at any one time if standing/ dancing.

A maximum of 70 people can use the hall when seated.

### Housekeeping

At the end of your booking please ensure that you have swept the main hall, kitchen, entrance hall and toilets. Please wipe down all kitchen surfaces and mop up any spills on floors. Clear litter from car park including cigarette stubs.

Cleaning equipment is supplied but **please bring your own black bin liners**.

Please ensure that all rubbish is deposited in the appropriate recycle bin outside the hall.

Brown bin - Garden & food waste (without packaging)  
Blue bin - Plastic, card board (crushed), paper and cans.  
Green bin - General waste.

GLASS BOTTLES - Please take away with you to recycle elsewhere. There are bottle banks in the village – please ask the Caretaker.

PLEASE HELP US TO CONSERVE ENERGY by switching off all lights and appliances (except fridge) when you leave. There is an exit check list in the hall to help you.

**THERE IS A £100 FINE TO ANY HIRER WHO DOES NOT LEAVE THE HALL CLEAN AND TIDY. THIS FINE IS AT THE DISCRETION OF THE CARETAKER OR OTHER MEMBER OF THE HALL COMMITTEE AND IS NOT NEGOTIABLE.**

### Insurances, Licences and Alcohol

The Village Hall has Public Liability and Employers Liability insurances. We are also a member of the Performing Rights Society which allows for the performance of plays and dance and the playing of live and recorded music **until 2300 hrs each evening.**

Alcohol may be served on the premises. If you plan to sell alcohol please contact the Secretary, Jackie Davies (01869 340481) for further advice.

### Parking

Users should park in the grounds not in the road even when collecting people. Vehicles are parked entirely at the owner's risk.

## **Fire**

Please ensure you do not block any of the marked fire exits. Fire extinguishers are placed in several locations.

## **Health and Safety**

In the event of an accident whilst hiring the hall please complete an accident form (folder in the kitchen) AND report to the Secretary, Jackie Davies (01869 340481). The First Aid Kit is hanging on the wall in the kitchen.

## **No Smoking**

In compliance with the law there is a ban on smoking anywhere inside the hall. This includes the use of e-cigarettes. Users are responsible for ensuring that their visitors confine smoking to the grounds outside and to clean up after them.

## **Consideration of Neighbours**

Please have consideration for Village Hall neighbours and keep noise levels to a minimum especially when exiting the hall late in the evening.

## **Footwear**

NO STILETTOS. Please note that dark-soled shoes may mark the floor. Please ensure when leaving the hall that there are no black sole-marks on the floor.

## **Nappies**

Please ensure that no nappies are left in the internal bins.