

## THE CORNER HOUSE, CHARLBURY

### SCALE OF CHARGES:

#### Event Categories:

1. Charlbury Organisations and Sports Hire
2. Private Hire (recreational classes, receptions, etc.) & Non-Charlbury organisations

Hourly Rates:	1	2
Anne Downer	£6.50	£8.00
Larcum Kendal Room	£8.00	£9.00
Morris Room	£8.00	£9.50
Albright Room (kitchen)	£4.00	£4.00
Anne Downer Room, hallway and Kitchen (9am to 12.30pm)*	£33.00	N/A

\*This includes preparation time and clearing up time. Before 9am and after 12.30pm standard rates will apply.

The minimum booking is for one hour. Time over and above the minimum will be charged up to the next half hour.

**Hire on Bank Holidays, Christmas Eve and New Year's Eve will be subject to special conditions and rates set by the committee.**

Sunday bookings accepted.

There is an induction loop facility installed in the Corner House for the benefit of those that are hard of hearing. Please ask the Caretaker for set-up instructions.

Bookings are accepted on a first come first served basis and should be made well in advance due to the demand for the spaces. Provisional bookings for the next calendar year can be made for consideration at the June Committee meeting - but these will not be confirmed until the September Committee meeting. The maximum number of persons using the Morris Room must not exceed 60.

Your attention is drawn to the full Rules and Regulations, which are displayed on the notice boards in both the Corner House and Memorial Hall.

Please note especially the following:

- Confirmation of bookings, right of refusal and deposits (Regulations 1, 2, 3, 19 and 22).
- Cancellation (Regulation 7).
- Priority accorded to "important meetings" (Regulation 8f).
- Compensation by the hirer for damage etc. (Regulations 8a and 8b).
- Avoidance of noise, nuisance etc. (Regulation 14).

**Users of the kitchen are kindly requested to bring their own tea towels.**

<p><b>Hirers are expected to clear up after their function/meeting, to return all furniture to its original position and to place all rubbish in the dustbins provided. Excess cleaning is not included in the hire charge. An additional charge will be made to cover cleaning costs if the committee is not satisfied that the function/meeting rooms have been left clean.</b></p>
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**CORNER HOUSE - APPLICATION FOR HIRE**

**Name of applicant** .....

**Address of applicant** .....

..... **Telephone number** .....

On behalf of (enter name of group or organisation if applicable).....

I hereby apply for the hire of .....

for the purpose of .....

**Date and time:** Complete A for one event or B for block booking.

A Day of the week ..... Date.....

Time From..... To.....

B Day of the week .....

Time From..... To.....

Dates ..... .....

..... .....

..... .....

I shall / shall not [please circle] require the permission of the Corner House & Memorial Hall committee to sell intoxicants (see Regulation 10). Please note that if alcohol is to be sold or supplied, a copy of a Personal Licence, on behalf of the Hirer, must be enclosed with booking form or supplied to the Caretaker at least six weeks before the event. This should also be displayed at the bar before setting up and during the event. Failure to do so will prohibit the sale of alcohol. A supplemental charge of £5 for such events will be applicable to cover West Oxfordshire District Council licensing costs.

Name of person running the bar (and holder of Personal Licence) .....

**Morris Room only - Piano required: Yes / No**

STEWARDS For public meetings, dances, social gatherings etc., 3 responsible people who will act as stewards (see Regulation 4) should SIGN this form.

Name (CAPITALS)	Address	Signature
1 .....	.....	.....
2 .....	.....	.....
3 .....	.....	.....

**ALL APPLICANTS MUST SIGN THE FOLLOWING DECLARATION**

I have read the Rules and Regulations as laid down by the committee, and understand their meaning. I agree to observe and abide by them.

**Signature** ..... **Date** .....

The completed form may be posted to the address given below, emailed to [charlburycornerhouse@outlook.com](mailto:charlburycornerhouse@outlook.com) or placed in the internal post box at the foot of the stairs in the **Corner House, Market St. Charlbury OX7 3QW.**  
**Tel. Charlbury 01608 810879.**