

## THE WAR MEMORIAL HALL, CHARLBURY

### SCALE OF CHARGES

#### Event Categories:

1. Charlbury clubs, organisations & Charlbury residents Sports hire.
2. Private hire (recreational classes, receptions etc.) & Non-Charlbury organisations.

Purpose of hire		Hourly Rate	Deposit (see rule7)
Full hire: Main Hall, Garden Room, Green Room & Kitchen	1.	£10.00	N/A
	2.	£16.00	£140.00
Part hire: Garden or Green Room & Kitchen	1.	£9.50	N/A
	2.	£15.00	£140.00
Part Hire: Main Hall only	1.	£9.00	N/A
	2.	£14.00	£140.00
Part hire: Green or Garden Room only no kitchen	1.	£8.00	N/A
	2.	£9.00	£140.00
Part hire: Kitchen only		Price on application	

Deposits must be paid when booking. Deposits will be refunded, within a maximum of 28 days after the booked event, providing no damage is done to the Hall or contents. If earlier repayment is required, please let the caretaker know in advance. Where applicable, the minimum booking is for one hour. Time over and above this minimum will be charged up to the next half hour. There are three separate induction loop facilities installed in the Hall, Garden and Green Room for the benefit of those that are hard of hearing. Please ask the Caretaker for set-up instructions. Deposit cheques to be made payable to **Charlbury Corner House and War Memorial Hall**.

**Hire on bank holidays, Christmas Eve and New Year's Eve will be subject to specific conditions and rates set by the committee.**

The maximum number of people permitted to be present on any one occasion is 200 (Main Hall), 60 (Garden & Green Room) or 260 (whole premises).

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.

YOUR ATTENTION IS DRAWN TO THE FULL RULES AND REGULATIONS, which are displayed on notice boards in the Corner House and the Memorial Hall. Please note especially:

- Confirmation of bookings, deposit and right of refusal (Regulations 1, 2 and 22).
- Cancellation (Regulation 7)
- Appointment of stewards to keep order etc. (Regulation 4)
- Priority accorded to "important meetings" (Regulation 8f)
- Times of termination etc. of functions (regulation 9)
- Avoidance of nuisance by noise, damage, etc. (Regulation 14, 16 and 18).

Hall crockery, cutlery and wine glasses are provided (120 place settings) for in-situ events. A fast acting dishwasher is available in the kitchen and a glass dishwasher in the bar area. **Operational instructions are provided, but specifically note that the machines need 40 minutes to warm up, and that they must be drained down after use.**

Please ensure the items are returned to the cupboards, clean and dry and report any breakages or loss promptly. Users are kindly requested to bring their own tea towels if needed.

**Hirers are expected to clear up after their function, to return all furniture, crockery & cutlery to the original position, to place all rubbish in the dustbins provided and drain down dishwashers if used. Excess cleaning is not included in the hire charge and additional charges will be deducted for this activity if the committee is not satisfied that the hall and facilities have been left clean. Please leave the Hall in the condition that you would expect to find it.**

**WAR MEMORIAL HALL - 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 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) .....

**Piano required: Yes / No**

**Projector & screen required: Yes / No**

STEWARDS For public meetings, dances, social gatherings etc., 6 responsible people who will act as stewards (see Regulation 4) should SIGN this form.

Name (CAPITALS)	Address	Signature
1 .....	.....	.....
2 .....	.....	.....
3 .....	.....	.....
4 .....	.....	.....
5 .....	.....	.....
6 .....	.....	.....

**ALL APPLICANTS MUST SIGN THE FOLLOWING DECLARATION**

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

Signed ..... Date .....

**Please post or deliver the completed booking form and deposit (cheques only) where applicable to the internal post box at the foot of the stairs in the Corner House, Market St. Charlbury OX7 3QW. Tel. Charlbury 01608 810879 or return completed form by email to: [charlburycornerhouse@outlook.com](mailto:charlburycornerhouse@outlook.com)**