

OLNEY TOWN COUNCIL



THE OLNEY CENTRE TERMS AND CONDITIONS OF HIRE Covid-19 2020/21

Enquiries for availability of a specific date can be provisionally held for 14 days from the date of enquiry. After this time if no booking form or deposit is received, the reservation will be cancelled.

Occasionally regular hirers may need to be moved to an alternative time or day as we are limited in the rooms, every effort will be made to keep these disruptions to a minimum.

Public Wireless broadband is available free of charge.

1. The hire charges are set out below:

Room 2 maximum capacity with social distancing 30. This number supersedes any previous guidance set out in your terms and conditions of hire. This will continue until further notice.

Olney residents and voluntary organisations	£10-95 per hour
Commercial organisations or non-residents	£21.50 per hour

There will be ½ an hour free of charge either side of the booking to allow for clearing the room so that groups don't mix.

2. The hirer will be responsible for the cost of making good any damage caused or of replacing any furniture or fittings lost or missing.

3. The hirer shall be responsible for cleaning all touch points and the floor before leaving the premises. Equipment for cleaning will be available for use. Failure to comply with this could result in the hirer having no further bookings accepted.

4. The hirer shall be responsible for collecting all track and trace information and its correct storage and disposal under GDPR.

5. The hirer will present a Covid-19 risk assessment which will be reviewed by staff before any booking will be accepted.

6. The hirer shall be responsible for the proper conduct of persons using the accommodation. Should any person cause annoyance or inconvenience to other persons the hirer shall take all necessary steps to deal with the offender. All users of the building must abide by the one-way system and use only the equipment allocated in their booking.

7. Olney Town Council will not, under any circumstances, accept responsibility or liability in respect of any damage to, or loss of, any property left upon the premises by the hirer.

8. Under the Licensing Act 2003 The Olney Centre is not permitted for the sale of alcohol.

9. The Olney Centre will not allow birthday parties during the Covid situation.

Tel: 01234 711679

E: townclerk@olneytowncouncil.gov.uk – Web: www.olneytowncouncil.gov.uk

10. The Olney Centre must not be used for the performance of any copyright works unless the hirer holds a licence issued by the appropriate body. If such permission has been received the hirer must abide by the indoor performance regulations set down by Central Government

11. The hirer must ensure that no sellotape, or other adhesives, riveting machines or drawing pins are used for posters, decoration etc.

12. In order to ensure compliance with the terms of the premises licence and to prevent disturbance to residents living close the hirer must ensure that the building is vacated 11.30pm. All bookings involving music are accepted on the condition that such music is played at a reasonable volume. Hirers are required to advise performers of this.

13. The hirer shall not transfer this booking to any other person or organisation, or offer for sale to the public admission tickets for a function that includes music and dancing.

14. No animals shall be allowed on the premises except for assistance dogs

15. The hirer must not leave belongings or equipment on the premises without consent of the Town Council and where this has been obtained, such items are left at the owners' risk.

CANCELLATIONS

If the hirer cancels the booking, charges will be forfeited unless the accommodation is re-let on the particular date in which case the deposit will be returned to the hirer.

The council reserve the right to cancel or refuse any booking if in its opinion this proves to be necessary. If any booking is cancelled the hire will be refunded but the council will not be liable to pay compensation to any person in respect of such cancellation

HEALTH AND SAFETY

In order to ensure compliance with the terms of the premises licence no electrical appliance, PA system, CD player, disco equipment shall be used by any hirer or third party brought in by the hirer, unless it is PAT tested (portable appliance tested). No alterations or additions shall be made to the premises, including electric power supplies or lighting fittings without the written consent of Olney Town Council.

It is the responsibility of the hirer to ensure that any of their equipment used and stored at the Olney Centre is regularly inspected and the appropriate certificates obtained.

The hirer must notify the Council at the time of booking of any factor which involves fire risk and undertake their own risk assessment.

Fire exits must be kept clear at all times. Please read the safety regulations displayed and ensure all those attending are aware of the fire evacuation procedure at the start of the event.

No one is permitted in the kitchen. It is the responsibility of the hirer to provide all first aid equipment for their event.

From time to time it may be necessary to change these terms, regular users are advised to refer to them periodically via the Olney Town Council website www.olneytowncouncil.gov.uk