

## Room Hire Booking Form

### Rose Hill Community Centre

Carole's Way, Rose Hill, Oxford. OX4 4HF

T: 01865 749597 E: [rhcc@oxford.gov.uk](mailto:rhcc@oxford.gov.uk)



**Please note that your Booking is not confirmed until we have received this form and your deposit**

### Hirer contact details

<b>First Name:</b>	<b>Last Name:</b>
<b>Organisation/Group name:</b>	
<b>Postal address:</b> (if paying by invoice, please provide the person's name and address the invoice should be sent to)	
<b>Post Code:</b>	
<b>Landline telephone number:</b>	
<b>Mobile telephone number:</b>	
<b>Email:</b>	

### Booking details

<b>Booking date(s) required – DD/MM/YY:</b> If you would like a regular space, please also indicate the day of the week and regularity (e.g. "3 <sup>rd</sup> Thurs of the month, Jan-Sept")
<b>Booking Start time:</b> _____ <b>Booking Finish Time:</b> _____ <b>Event/party start and finish time:</b> _____ Please note: set-up and pack-down time must be included in your booking.
<b>Rooms required (circle as appropriate):</b> Please note: the bar is run by Rose Hill Social Club, and the kitchen by Rose Hill JYC Catering. Separate charges and terms apply; please ask for details. Bill Buckingham Ballroom      Main Kitchen      Bar      Norman Brown 1 Norman Brown 2      Aaron Buron (Youth Suite)      Youth Chill-Out      Tea Point
<b>What will you use the hired space for?</b> (Please describe as much detail as possible such as type of event; how many people; any equipment you will be bringing; etc.)
<b>Tables needed (how many):</b> _____ <b>Chairs needed (how many):</b> _____
<b>Please provide a rough plan for your booking set up</b> (describe with words or draw it out). Please note: we cannot guarantee that we will be able to set up the room in advance of your booking.
<b>Other equipment we can provide</b> (please note: this equipment is hired out on a first-come, first-served basis and we will need to check availability before guaranteeing it to you) PA system: Yes/No      Mic (Ballroom only) Yes/No Projector: Yes/No      Screen: Yes/No Flip Chart: Yes/No Hot water: Yes/No

### Further information about your booking

**Will there be alcohol? Yes /No**

Please note: alcohol can only be purchased at the Rose Hill Social Club Bar; you cannot bring your own.  
For bookings over 100 there is an additional charge for security.

**If yes, what time would you like the bar to open?**

**Will food be sold at the event? Yes/No**

If yes, please provide a copy of your Food Safety Certificate and Insurance Documents.

**Will there be music? Yes / No**

**Will there be a charge to attend? If yes, what is the charge per person?**

**Will there be children at the event?**

**Is the event over 18s only?**

**How Many People are you expecting to attend?**

Please note: The community centre parking is limited at 20 spaces and fills up quickly. We are situated a 5 minute walk from a bus stop servicing the no. 3 buses from the town centre. Please encourage guests to take public transport or share lifts wherever possible.

**CONFIRMATION: I, the hirer, hereby confirm that I have read, understand and agree to the Terms and Conditions stated below.**

**FULL NAME (PRINT)** \_\_\_\_\_

**SIGNATURE of HIRER** \_\_\_\_\_

**DATE** \_\_\_\_\_

Proof documents included? (Please state which) \_\_\_\_\_

**When signed, please return this form to:**

Rose Hill Community Centre                      rhcc@oxford.gov.uk  
Carole's Way  
Rose Hill  
Oxford. OX4 4HF

**FOR OFFICIAL USE ONLY**

**Accepted by:**

**Account:**

**Date deposit received:**

**Amount received: £**

**Receipt No:**

**Date outstanding payment received:**

**Receipt No:**

**Date Security has been paid:**

**Receipt No:**

# ROSE HILL COMMUNITY CENTRE HIRE TERMS AND CONDITIONS

Please note: any use of the terms “they” or “their” refers to the hirer.

## Section 1: The Hirer

The hirer:

- Must be over 18 and accept full responsibility for the hired spaces in accordance with the terms and conditions.
- Understands that failure to comply with any of the terms and conditions means that their booking may be cancelled or ended prematurely without refund.
- Agrees to pay the full room hire charges as quoted. The full hire charges **must** be paid in full up to 14 days before the event, or hirers risk cancellation without refund.
- Agrees to pay the following cancellation charges:
  - 14 days or more – no charge
  - 7-14 days – half of the hire charge
  - Less than 7 days – the full hire charge.

All cancellations are to be made via email to [rhcc@oxford.gov.uk](mailto:rhcc@oxford.gov.uk) please ensure you receive confirmation of your cancellation email

- Agrees to pay standard rate room hire charges for any booking that overruns by 15 minutes or more beyond the finishing time given in the booking form.
- Agrees to pay Rose Hill Community Centre the security personnel hire charge for any bar booking of over 100 persons. Security personnel are hired by Rose Hill Community Centre through City Council approved channels only.
- Agrees to ensure that no members of their party, including themselves, bring any alcohol, illegal substances or legal highs onto the premises, or arrive on the premises inebriated. Alcohol can be purchased via the Rose Hill Social Club bar **only**. Rose Hill Community Centre reserves the right to shut down any booking found to be breaching these rules. Any substance misuse or underage drinking will be reported to the police.
- Agrees to ensure that alcohol purchased at the bar and any glass is kept within the Bill Buckingham Ballroom at all times.
- Agrees to ensure that the space is used **only** for the reason of hire given in the booking form, by all members of the party. Sub-letting is not permitted.
- Agrees to Oxford City Council’s Equal Opportunities statement. All Hirers must comply with the Equalities Act 2013.

## Section 2: Health & Safety

The hirer agrees to Oxford City Council’s health and safety policy. The following requirements will be met:

- In case of accident, the hirer will take full responsibility for any first aid needed. Rose Hill Community Centre cannot guarantee provision of first aid supplies. Any accidents must be reported to Rose Hill Community Centre’s Duty Officer immediately and recorded in the accident logging system.
- In the event of fire, the hirer will instruct on the safe evacuation of the building to the assigned meeting point. The hirer will contact the Fire Service immediately, however slight the outbreak of fire may be. Staff at Rose Hill Community Centre must be made aware of any outbreaks of fire as soon as possible.
- Where appropriate, Rose Hill Community Centre may ask the hirer to complete a risk assessment for their booking.
- The hirer shall ensure that, for any activities involving children and vulnerable adults, the legally required checks under the Disclosure and Barring Service (DBS) have been made for all staff in contact with children and vulnerable adults. The hirer will provide a copy on request, and agree to Oxford City Council’s Safeguarding Children and Vulnerable Adults Policy.
- For any public event, the hirer will provide Oxford City Council with public liability insurance, and Level 2 Food Hygiene certificates for all members of their party involved in food preparation on site.
- For child safety purposes, the hirer will ensure that no children enter any kitchen facilities on the premises.
- All exit and entrance routes must be kept free of obstruction at all times. The hirer agrees to ensure that all members of their party adhere to this policy.
- Flammable materials must not be used on site unless Oxford City Council approves, following assessment, that the materials have received sufficient fire retardant treatment.
- To use any outdoor equipment as part of their booking, the hirer must complete a risk assessment form and request permission from staff at Rose Hill Community Centre.

[H&S guidance on bookings for parties](#)

13-17yrs = No Bar allowed / more than 100 guests, security required / 1 parent per 10 children  
No - 18<sup>th</sup> party's  
19<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup> Security required for all sized parties

### Section 3: Code of Conduct

The Hirer agrees:

- To check they are satisfied that the premises are in a safe and suitable condition for use, and to raise any concerns with Rose Hill Community Centre staff prior to use.
- To set out furniture required and return all space used to the state in which it was found by the end of their booking. Cleaning materials can be requested from reception staff.
- Rubbish, including food items, must be taken away or put in bin bags and disposed of at the waste deposit on site.
- To report any spills or broken glass to reception staff.
- To ensure the room is empty and left in a timely fashion by the end of their booking.
- To take responsibility for any damage and to report any damage to a member of staff as soon as possible.
- To make every effort to encourage their party to share lifts and use public transport to access the venue. Rose Hill Community Centre staff reserve the right to request the removal of any cars parked outside of designated bays or blocking emergency access points. Vehicles may be towed if guests do not comply.
- To ensure that all children and young people attending the event are supervised at all times. All children must remain within the room booked unless using restroom facilities.
- To ensure that all party members remain in the space hired, as stated in the bookings form, unless using restroom facilities. Guests must not congregate in the foyer areas unless permission to do so has been granted in writing.
- To ensure that no animals except assistance dogs are brought into the premises.
- Smoking or use of E-Cigarettes in and around the grounds of the Community Centre is not permitted.
- Use of confetti, fireworks, party poppers and silly string is not permitted.
- Sticky tape and pins are not permitted to be used on the walls.
- Not to remove any furniture or equipment from the building without having received written consent from Rose Hill Community Centre staff.
- If hiring the Bill Buckingham Ballroom:
  - Doors opening outside must be closed by 22:30.
  - Music must be kept at an acceptable volume level and turned off by 23:30.
- In the case of film showings:
  - To ensure the age rating of the film is audience appropriate. Underage persons must be prevented from viewing age-restricted films.
  - To take responsibility for obtaining the appropriate copyright licences for any films shown at Rose Hill Community Centre.

### Section 4: Additional Information

- In the event that the building becomes required for national or local importance, Oxford City Council reserves the right to cancel the agreement at any time. In such circumstances, the hirer will be refunded for any payment made to Rose Hill Community Centre for their room booking.
- The Council reserves the right to refuse or cancel any booking or activity if it is considered that the booking or activity may:
  - 1) be inconsistent with the objectives of the Council.
  - 2) be inappropriate for a Community Centre.
  - 3) cause harm, damage or inconvenience to users of the Community centre.
  - 4) cause harm, damage or inconvenience to residents of neighbouring properties.
  - 5) damage the reputation of the Council or the Community Centre.The Council's decision in regard to the above matters will be **final**.
- Oxford City Council may change the room hire rates from those stipulated within this room booking contract but notice will be given in writing.