

# HEADINGTON PARISH HALL

Dunstan Road, Old Headington, Oxford OX3 9BY  
Telephone: 01865 763788 Email: [mjsmills@yahoo.com](mailto:mjsmills@yahoo.com)

## TERMS & CONDITIONS OF LETTING

Hire Fee:	Hourly Rate	-	£17 per hour
	Saturday 8am to 6pm	-	£150 per day
	Saturday 8am to 12am	-	£180 per day
	Sunday 8am to 6pm	-	£130 per day
	Sunday 8am to 10pm	-	£150 per day

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It should be noted that booking time must include the time used by caterers and others to prepare for an event. No bookings may last longer than midnight.

- 1. The hire fee is payable in full not less than 21 days before the date of hire. A reminder will not be sent.**
- A deposit of £30.00 is required at the time of booking. This forms part of the hire charge, which must be paid in full 21 days before the scheduled event.
- 3. Cheques should be made payable to "Headington Parish Hall". If you require a receipt, please let us know.**
- For late bookings: Music must cease by 11.45pm sharp, and all guests must have left the hall car park by 12.15am. Please show consideration for local residents by leaving the hall and car park as quietly as possible.
- The person who books the hall is responsible for the orderly conduct of the activity for which the hall is hired, for ensuring that the building is left clean and tidy, and, in addition to the booking fee, for paying for any damage done. The Hall Management Committee reserves the right to close down any function if a public disturbance is being created.
- Bookings cannot be accepted from persons under the age of 21. They must obtain two persons over that age to undertake the responsibility for the booking and to supervise the activity throughout (see 4 and 5 above). For persons under the age of 18 the supervisors will normally be expected to be their parents.
- Arrangements for opening the hall must be made with the caretaker.
- Equipment: The kitchen has crockery available, but for cutlery apply to the caretaker. The hirer is expected to provide their own washing up materials.
- These conditions are laid down by the Hall Committee in order to safeguard the wellbeing of the hall, and to respect the interests of the local community.
- 10. Unfair Contract Terms 1977:** The Hall Management Committee does not accept liability for the loss of or damage to any vehicles or their contents and other articles temporarily or indefinitely left in this building or on land under the control of the Committee by any person whether a bona fide user thereof or not except insofar as negligence under the above Act or at common law may be proved against the Committee. Please visit [www.legislation.gov.uk](http://www.legislation.gov.uk) for more information.
- 11. Use of Recorded Music (PPL):** If you are to play recorded music in the Parish Hall (e.g. from CDs), it is your responsibility to ensure you obtain the proper licence from the PPL. The PPL is a collecting society which licences the right to play recorded music. Please visit [www.ppluk.com](http://www.ppluk.com) for further details. By signing this form, you are confirming that (a) you hold either a valid PPL licence covering your intended use or that (b) you are properly exempted from requiring any such licence for such use. Your signature further confirms you will be fully responsible for all fees due to the PPL or otherwise for the use of recorded music in the Hall. The Parish Hall Trust will have no responsibility for any unlicensed use of recorded music by you.
- 12. Temporary Events Notice (TEN):** This notice is for temporary events involving licensable activities. Please see attached sheet for your information.

Registered Charity No. 304349

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Dear Sir/Madam

Thank you for your enquiry. I have pleasure in enclosing a tariff setting out the charges for the Hall and the conditions of hire. Do contact me if you have any queries, otherwise please send your remittance to me, using the booking slip below.

Yours faithfully,

**Mark Mills**  
Booking Secretary & Caretaker

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**IMPORTANT NOTICE**

**THIS HALL IS NOT LICENSED FOR ANY PUBLIC ENTERTAINMENT OR SALE OF ALCOHOL**

**Government legislation now requires public entertainment to be licensed.**

Please read overleaf the definition of 'public entertainment' and check whether your event falls into this category.

**You will need to obtain a licence for your event (a Temporary Event Notice, known as a TEN) if it falls into the category of 'public entertainment'.**

**You, (not Headington Parish Hall),** are responsible for making sure that your event has this licence (TEN) if you are holding a form of 'public entertainment'. If you do not have a TEN, you may be prosecuted.

Generally speaking, **you will not** need a licence/TEN if your event has:

1. music which is incidental to an event (i.e. background music).
2. entertainment at a private event where no charge is made.
3. entertainment at a private event where only a charge intended to defray actual expenses is made (e.g. at a WI party for members only). But a club dance **where a charge is made** for tickets **would** need a licence, even if only members and guests attend.
4. a supply of hot food or drink **free of charge**, or the supply of hot food or drink by a **registered charity**.

To summarise: if your event involves a **public performance** (e.g. a play, film, sport, music, dance), you will need to obtain a TEN licence. You will also need a TEN licence if you are selling alcohol, or providing alcohol in exchange for a pre-paid ticket.

You can access the TENS licence, which **you** must complete (it is the responsibility of the individual hirer, not the Hall) by going onto the government website below. If you do not have access to the Internet, you can get a copy of this form from the caretaker of the Hall, Mark Mills.

[www.culture.gov.uk/images/publications/P\\_TENupdate1105.pdf](http://www.culture.gov.uk/images/publications/P_TENupdate1105.pdf)

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# PLEASE RETURN THIS PAGE TO

The Booking Secretary  
**HEADINGTON PARISH HALL**  
Dunstan Road, Old Headington, Oxford OX3 9BY  
Telephone: 01865 763788 Email: [mjsmills@yahoo.com](mailto:mjsmills@yahoo.com)

Name of Hirer .....

Address .....  
.....  
.....

Telephone No. ....

Nature of Function .....

Date of Function .....

Starting at ..... Finishing at .....

I hereby agree to the terms and conditions and enclose a deposit of £30. If paying by cheque please make cheques payable to "Headington Parish Hall".

Signature .....

Registered Charity No. 304349

**FOR OFFICE USE ONLY**

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Telephone: 01865 763788 Email: [mjsmills@yahoo.com](mailto:mjsmills@yahoo.com)

Dear Sir/Madam

Please accept this as kind acknowledgement of receipt in the sum of £.....

Yours faithfully,

**Mark Mills**  
Booking Secretary & Caretaker