

## CONDITIONS OF ROOM HIRE, SUPERVISION AND CANCELLATION

### 1) Hirers

1.1) You must be aged eighteen or over before we will consider your application to hire the premises.

1.2) The building may be used for any purpose which is not in conflict with the charitable objects or the aims and beliefs of the Universities and Colleges Christian Fellowship and International Fellowship of Evangelical Students.”

### 2) Room Hire Charges

2.1) The room hire charge is based on when the room is first occupied and last vacated not from when the event begins and ends. Only in a case of emergency will access be granted to the premises before the agreed time. Any persons/group found to have extended their booking without prior notice or agreement from the Facilities Team will be liable to an additional room hire fee based on the relevant hourly rate.

2.2) Room hire will be confirmed by email following a successful enquiry and will not be deemed secure until this confirmation has been sent.

2.3) No refund will be given in respect of any reduction in your room requirements once your booking has commenced unless the Facilities Administrator in his or her absolute discretion considers it reasonable to do so. The decision of the Facilities Administrator will be final and binding. Any additional requirements not previously quoted for will be subject to the relevant charges.

### 3) Period of Hire

3.1) You must keep strictly to the period of hire specified in your application and agreement with BBH Facilities Team. You must indemnify us against any claim or loss arising from your failure to:

- a) vacate the premises at the agreed time.
- b) leave them in a fit state for use at the end of the hiring.

3.2) Your room hire must end by 5pm or earlier unless extended with our express written permission.

### 4) Cancellation Terms

4.1) The Facilities Manager, retains the right to terminate any booking where on any previous occasion the Terms and Conditions have been broken by the Hirer. Where the operation or reputation of Blue Boar House, IFES/UCCF or the Building has been damaged due to the actions of the hirer or those admitted to the premises by the hirer. We will not be responsible for any loss or inconvenience which may be sustained by such termination in these circumstances.

4.2) Room Hire that has been confirmed by the hirer and agreed by Blue Boar House facilities team can be cancelled but will incur the full charge agreed at the time of booking.

4.3) Confirmed bookings cannot be rescheduled unless the facilities team can do so without causing financial loss to BBH

## **5) Payment**

5.1) An invoice will be sent out within one week following your event; this will include methods of payment

5.2) Payment is then due within 30 days.

## **6) Assignment or/and Sub-letting**

6.1) Without our consent you must not:

- a) assign the Agreement for Hiring;
- b) sub-let any or all of the premises;
- c) use the premises for any purpose other than that stated in your original request

## **7) Admittance or Re-Admission**

Nobody may be admitted or re-admitted to Blue Boar House after 5 p.m.

Up to this time:

7.1) you must provide supervision for your group

7.2) The Facilities Team has the right to refuse admission on any grounds they see fit.

## **8) BBH Staff Supervision**

The Facilities Administrator, Facilities Manager, or other UCCF or IFES staff member may need to enter the room/s hired at any time during the period of hire.

## **9) Responsibility for Injury or Damage**

9.1) As far as any loss or damage arising from the hiring or use of Blue Boar House results from our negligence, we accept liability. Otherwise we do not accept liability for loss or damage. If, however, you do vitiate the insurance, then you must reimburse us for all losses so caused.

9.2) You must not do anything which may vitiate any insurance of the Building.

9.3) You must notify us immediately of any injury occasioned to any person on the premises or of any damage caused to the Building, premises or any part thereof or to any articles or contents within the Building or premises or any part thereof during the hiring or your control of the premises.

## **10) Damage Deposits and Financial Penalties**

10.1) The Facilities Team reserves the right to request a returnable damage deposit if there is a risk of either the equipment hired or the fabric and furnishings of the building being damaged.

10.2) A booking where a deposit has been requested will not be confirmed until it has been paid. This deposit will be refunded in full if all is left as was originally found but will only be refunded in part if damage is sustained.

10.3) The Facilities Manager reserve the right to issue financial penalties if any of the prohibitions—set out in condition numbers 19 onwards hereof are not adhered to. These penalties will be set at an amount appropriate to the breach and the decision of the Facilities Team shall be final and binding upon the Hirer.

10.4) We reserve the right to provide additional staff cover at the hirer's expense if once the booking has commenced circumstances are such that either the security or the smooth running of Blue Boar House is jeopardised. This additional staffing will be charged at the rate specified on the Room Prices and Specification document.

10.5) Any invoice that is not settled within thirty days of the completion of the booking will be liable to either a £10 charge or 2% of the total, whichever is the greatest.

## **11) Removal of Equipment**

11.1) If the hiring was in the morning or afternoon you must remove everything belonging to you or brought in by you for the purpose of the hiring within the time of the hiring expiry.

## **12) Variation of and Compliance with these Conditions**

12.1) We may vary any of these Conditions at any time. It is a condition that you agree to comply with any directions given by us or on our behalf even if they contradict any of the Conditions.

12.2) You must ensure that persons engaged by you for the purpose of your hiring are informed of and comply with Conditions which apply to them.

## **13) Security**

13.1) All efforts to maintain security in Blue Boar House are made by our staff. All your attendees should enter BBH by our main reception door; this will allow us to inform individuals if they need to sign in/out and/or wear an identification lanyard.

For small groups of 8 people or less we usually ask individuals to sign in and wear a lanyard. For larger groups we usually ask the key person/coordinator to account/keep a register of each of your group members; this is good security practise and also enables a formal register to be taken in the event of a fire evacuation.

13.2) The hirer is responsible to close any windows they open before they leave their room.

13.3) Bookings starting and/or finishing outside of office hours (9-5) require an additional payment (the rate is specified on the Room Prices and Specification document) to cover a suitable staff member being present to open and/or lock up the building, manage fire evacuation procedures and any other H&S issues.

## **14) Our right to cancel the hiring**

In extraordinary circumstances we reserve the right to cancel the Agreement for Hiring at any time if the premises are needed for purpose of either UCCF or IFES not contemplated at the time of hiring. Our decision to cancel in such circumstances is final.

## **15) Licences**

15.1) You will be solely responsible for obtaining such licences as may be needed for public entertainment, from the Performing Rights Society, Photographic Performance Limited Local Authority or otherwise and for the observance of the same. Any such licence must be delivered to us for inspection at least seven days before the period of hire commences.

15.2) No intoxicating liquor may be sold upon the premises at any time.

15.3) No intoxicating liquor may be consumed in the premises at any time.

## **16) Statutory and Other Obligations**

You shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court, the Local Licensing Justices Court or otherwise, particularly in any event which includes public dancing or music or other similar public entertainment, the showing of films or stage plays.

## **17) Opening Times**

Reception opens at 8.45, access can be granted to prepare from 8.30 by special request.

You should arrange for a responsible person (coordinator) to arrive before your other group members.

The above is even more important for schools using BBH rooms as classrooms, the teacher or responsible person must arrive before their student/s.

## **18) Control of use of Premises**

You must take all due precautions for the safety of the public, and any other person on the premises or in the building. You must retain control over all the people/rooms you hire.

## **19) Maximum Capacity**

19.1) The maximum number of persons permitted in Blue Boar House is:

Aberdeen Room – 4

Bedford Square – 6

China Room – 4

Bedford/China combined -12

Dublin Room –16

Inter-Varsity Room – Approx. 70

Inter-Varsity/Dublin Room combined – 100

19.2 ) For other kinds of gatherings, or for joint use of the rooms, we will specify permitted numbers after considering advice from the Fire Authority and Police. We will give you written details of the limitations which apply in relation to the use you require.

## **20) Appropriate Behaviour**

You must do your best to maintain good order and decent behaviour by persons in the premises during the hours of the hiring. Events must be conducted decently, soberly in an orderly manner plus bearing in mind all others using the building at the same time. Failure to comply may result in the immediate termination of that room hire and any future agreements.

## **21) Prohibitions**

21.1) Neither you nor anyone invited to the premises by you or your agents should:

- a) store or allow to, accumulate rubbish or unused materials in any part of the premises;
- b) conceal to view, or obstruct access to, any fire fighting equipment;
- c) give performances involving danger to the public;
- d) bring any explosive, toxic, hazardous or highly flammable substance into the premises without our prior written consent;
- e) use laser, stroboscopic lighting, smoke vapour or water vapours;
- f) use cylinders for the storage of air or other gases or liquids under pressure except with our written consent. You must give at least twelve days' notice in writing of any proposal to use such things;
- g) use real flame in an entertainment;
- h) smoke in or on any part of the premises or building (including for the avoidance of doubt the toilets, outside courtyards, all doorways, basement stairwell, staircases or Basement).

## **22) Duties of the person in charge, attendants & stewards**

22.1) You must nominate someone aged eighteen or over who will be present at your event to act as coordinator and to liaise with the Facilities Team. The Coordinator will receive fire instructions and will act as the contact person should any problems arise on either side. He or she will confirm final arrangements on arrival and authorise any additional charges etc. before the end of the booking.

22.2) The Coordinator must always be present whenever members of their group are on the premises.

22.3 ) The Coordinator must not be engaged in duties which prevent him or her from exercising general supervision of the hiring arrangements.

22.4) The Coordinator will be instructed on arrival by a member of the Blue Boar House staff as to their duties in the event of a fire or other emergency evacuation. Such instructions will concentrate on the aim of avoiding panic rather than putting out the fire.

22.5) It will be the responsibility of the hirer to provide a suitable number of adult attendants when vulnerable people and under 18's are expected at your event. BBH staff cannot take responsibility as attendants in this case.

## **23) Fire Precautions**

23.1) You acknowledge that your Coordinator will be willing to receive instructions on his or her arrival at the premises and will be able to communicate the following to your event attendees:

- a) evacuation route
- b) escape routes and the need to keep them clear.
- c) assembly point location
- d) the importance of not wedging fire doors open.

23.2) We hold regular fire drills and practices and reserve the right to stage simulated evacuations of the building during office hours when the building is in use by outside groups. If such drill or practice would seriously disrupt your event this must be brought to the attention of the Facilities Manager when you make your booking. Subject to our statutory obligations and/or the directions of any Fire Officer we will endeavour to avoid such drills or practices occurring during your event.

## **24) Safety Measures**

Your appointed coordinator should come prepared take a register of all group attendees so as to account for peoples whereabouts in the event of an emergency evacuation.

## **25) Conditions of Premises at Termination of Hiring**

At the end of the hiring, you shall be responsible for leaving the premises and surrounds in a clean and tidy condition, any contents temporarily removed from their usual positions with our consent properly replaced, otherwise we shall be at liberty to make an additional charge.

## **26) Nuisance**

26.1) You must ensure that noise does not come from the premises which causes a nuisance or disturbance to people in the neighbourhood and throughout the rest of the building. Your coordinator must ensure that people leave the premises in an orderly manner.

## **27) Gangways & Doorways**

You must keep every gangway, corridor, passage, lobby, staircase or other designated exit route free at all times from chairs or other obstructions.

## **28) Electrical Equipment**

Only electrical equipment that has a current portable appliance test may be used within Blue Boar House. If any item does not appear safe our Facilities Team or attendants have the right to refuse its use.

## **29) Sale of Goods**

Goods must not be sold in the premises without our written consent.

## **30) Damage to the fabric of the building or fittings**

30.1) You must not drive nails, tacks, drawing pins, screws or similar things into the walls, ceilings, doors, floors, woodwork or any part of the structure, nor use adhesive tape, blue tack, sticky tape or any similar fixing agent to fix decorations without first seeking permission from the BBH facilities team.

30.2) All decorations must be agreed with the Facilities Team beforehand and must not be fixed to any part of the permanent structure without prior agreement in writing.

30.3) You must take every care to avoid damaging the paintwork etc.

30.4) As hirer you shall accept full responsibility for making good any damage caused to the premises, furniture, equipment or other Blue Boar House property, where such damage has been caused by the event participants, the organisers, their agents or contractors.

30.5) If the room requires additional cleaning then a charge will likely be made this includes but not exclusively to carpet cleaning usually as a result of spilled beverages.

## **31) Objects which may not be brought in**

We reserve the right to refuse entry of any, thing or object to the premises.

## **32) Catering**

At Blue Boar House we have a well equipped kitchen that received a rating of **five** when last inspected. The kitchen facilities can be hired to provide catering for other room bookings in BBH however we must be indemnified against any claim resulting from poor hygiene standards. You will only be permitted to provide your own catering upon completion of a disclaimer.

In these Conditions:

- (1) "Premises" refers to the accommodation available for hire at Blue Boar House, 5 Blue Boar Street, Oxford.
- (2) "We", "our" and "us" refer to any staff of UCCF or IFES acting through the Facilities Team.
- (3) "You" and "your" refer to the Hirer of the Premises or part thereof as the context so allows.
- (4) "Building" means the whole of the premises situated and known as 5 Blue Boar Street, Oxford, known as Blue Boar House.