



Old Schoolhouse,
home of Magdalen Road Church
Hertford Street
Oxford
OX4 3AJ

Conditions for hire of rooms at Old Schoolhouse

Tel: 01865 245887
Email: admin@oldschoolhouseoxford.org

Conditions of Use

The conditions of hire apply to all bookings. Failure to comply will result in an additional fee being charged. Additionally, the hirer will not be allowed to hire the hall again.

Times

Rooms at Old Schoolhouse may be hired for periods from 8.00am – 10.30pm. Rooms will be available for use by the hirer at the start time requested on the booking form. With prior agreement with the church administrator, a setting-up period may be available, charged at half rates. Any music or PA system must be switched off by 10.30pm. The church reserve the right to vary these times at their discretion.

Fees

The fee and deposit must be paid in full **before** the date of the booking. Current rates are:

£16 per hour for the hall

£8 per hour for Oak or Ash

£20 for the hall and either Oak or Ash room

For all day rates and regular hire please contact the church administrator at the church office. The Church reserve the right to vary these rates at their discretion. Other rooms may be available, please speak to the church administrator for more information.

A deposit of £10 or 10% of the booking fee (whichever is greater) will be required to confirm the booking. For bookings costing less than £10, the full fee will be required at the time of booking.

How bookings are made

Bookings are made through the church administrator, who can be contacted on admin@oldschoolhouseoxford.org or 07519 904550. A booking is **only confirmed** when an acknowledgement is received from the administrator and a deposit has been paid.

Cancellations

When a booking of the hall has been confirmed the deposit fee is non-refundable. This deposit fee counts towards the booking fee, and can be deducted from the final amount due.

Cleanliness

Rooms at Old Schoolhouse will be clean and tidy when handed over for hire, and must be handed back in a similar condition. Rubbish must be tied up in the bags provided and placed in the green bin; we encourage recycling using the blue bin. These bins are located outside the building, by the wall that runs alongside Hertford street, next to the pedestrian gate. Please sweep and, if necessary, mop the main hall, and Hoover the floor in the Oak and/or Ash room. Cleaning supplies (including a large broom, mop, and Hoover) can be found in the cleaning cupboard next to the toilets (adjacent to the Ash room). We reserve the right to charge a cleaning fee if the building is not left clean and tidy.

Security

To enter the building you will require two codes, one to unlock the door and a second to turn off the alarm.

Please contact the church administrator a few days before your booking to get the code. Please do not pass the number onto anyone else. The code is changed on a regular basis. On leaving the building please check:

- All windows are shut
- All lights and heaters are off
- All external doors are shut
- The alarm is set

Noise

Hirers are expected to respect the fact that the Old Schoolhouse is in a residential area and in particular to:

- moderate the volume of music played (particularly the bass, which carries the furthest);
- stick to the times of hire, noting that music should stop at 10.30 pm;
- ensure that their guests leave quietly;
- ensure that the hall has been vacated by 11.30pm.

Any user groups who disturb local residents with excessive noise will no longer be permitted to hire rooms at Old Schoolhouse and we reserve the right to cancel any future bookings in such an instance.

Kitchen

Old Schoolhouse has a limited kitchen as we develop the building. There is a large fridge, a dishwasher, microwave, coffee maker, urn, and hot cupboard. There are also cups, saucers, plates, bowls, glasses, jugs, serving dishes, cooking equipment, and children's plastic cups, plates, bowls and jugs. Feel free to use any of the equipment but please return it at the end of the hire period. Please **do not** leave any food in the fridge. If you wish to use the dishwasher you may have to unpack the previous contents. Please set the dishwasher to run on the completion of your booking using the tablets located in the cleaning cupboard. Please make sure you switch off any other electrical appliances you use, especially the urn and coffee maker.

Health and Safety

The Old Schoolhouse is as safe as we are able to make it, recognizing that we are in the process of developing the building and some rooms are not yet suitable for use. Please ensure that anyone using the building under your booking only accesses the rooms that you have booked. It is the responsibility of the hirer to ensure that it is used safely.

In particular:

- The hirer must ensure extra care is taken when using candles, ensuring that any combustible material is kept clear at all times.
- All Fire Exits must be kept clear at all times.
- Access to fire extinguishers must not be impeded in any way, or used to prop open doors etc.
- Fire extinguishers are only provided for emergency use by competent persons on minor fires.
- The hirer must ensure that responsible persons are aware of what to do in an emergency:
 1. Leave the building by the nearest fire exit
 2. Do not stop to collect personal belongings
 3. Proceed to the assembly point by the mains gates in the car park (on the Hertford street side of the building). If this is inaccessible due to fire, the assembly point will be directly opposite the building on Essex street
 4. Call the fire service by mobile phone
 5. No one must re-enter the building until it is declared safe to do so
- The hirer must ensure that responsible persons can adequately take care of all those who might be at special risk should an emergency occur.
- Persons under 18 years of age must be adequately supervised.
- The number of people in the hall must not exceed 150, and in the Oak room must not exceed 75 people, at any one time.
- The Old Schoolhouse is a strictly NON-SMOKING site.

If any hazards are found when using the Old Schoolhouse, they should be reported at the earliest opportunity to the church administrator.

Hire of Toys

For children's birthday parties, a selection of pre-school toys is available for hire, including a small bouncy castle for under 5s. All toys are used at your own risk. If you would like to hire these, please indicate on the booking form. Payment should be made separately, by cash or cheque, payable to The Comfort Trust. The suggested donation amount is £20.

Contact Details

If you need to speak to someone urgently **on the day of your booking** please contact the church administrator on 07519 904550.

For enquiries at **any other time** please contact the church administrator on the office telephone - 01865 245887.