



A charitable company limited by guarantee

The Oval (Stevenage) Community Association  
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Registered Company No. 07662038 Charity No. 1145178

## CONDITIONS OF HIRE – FUNCTION HALL

The Management Committee reserves the right to amend or cancel a booking at any time. Rates of hire will not be affected after receipt of your booking form and deposit payment.

The hirer, at all times is responsible for the conduct of their guests. CCTV is in operation throughout the building.

### DEPOSITS AND CONFIRMATION

A booking will not be confirmed until the booking form has been completed and a deposit paid. Deposit at present is £100.00. This is a **security deposit** and is refunded to you after the event providing you adhere to the conditions of hire. The deposit can be returned to you via cheque or BACS as you have indicated on the completed booking form. Your deposit should reach you by the Wednesday following your weekend function. A deposit of £250 is required for 12<sup>th</sup> – 20<sup>th</sup> Birthday parties.

### PAYMENTS

All payments should be made during office hours. It would be advisable to ring the office to check on current opening times, as cash payments will not be accepted in the evenings or at weekends. Please ensure that your invoice is paid in full by the date specified on your booking confirmation sheet and on your invoice. Office telephone number is **(01438) 359404**. **Please note – we accept cash, cheque and BACS payments.** If payment is not received by the said due date we reserve the right to cancel your booking without any obligation to refund your deposit.

### CANCELLATIONS

Please note that in the event of cancellation of any booking the management will ask for cancellation in writing. Once this is provided a refund of part of the deposit may be considered.

**For all functions and children's parties, the deposit is non-refundable if the function / party is cancelled within 2 weeks of the booked date.**

### GENERAL CONDITIONS

- The hall is only available until midnight. Functions must, therefore, be timed to **end by 11:30pm** to allow time for cleaning up.
- **Access to the building cannot be gained until the booking commences** and the person responsible for the booking has arrived.
- On arrival the duty caretaker will ask you to sign a 'return deposit conditions' form. It is essential that this is completed.
- Please ensure you read the 'Fire Safety Instructions' given to you on your arrival, this will be attached to your 'return deposit conditions' form. The duty caretaker will point out your nearest fire exits and call points.
- **IMPORTANT NOTICE: The use of a Barbeque is not permitted at any time during your hire.**
- You must complete all clearing up and the building must be cleared of people and belongings by the time the booking expires. Failure to leave on time will result in the loss of your deposit.

- Those hiring the hall are responsible for; wiping tables, cleaning the kitchen, sweeping the hall and mopping spillages, removing all of your belongings, returning all tables and chairs to the position they were found to be in prior to your function. Black sacks will be provided to dispose of your rubbish. The duty caretaker will give you instructions on where to put these. **Please note – the hirer is responsible for ensuring the designated smoking area is clear of cigarette waste. A cigarette bin is provided for use during a function.**
- Please be aware that the cost of damages / breakages amounting to more than that of the deposit fee will have to be paid by the hirer.
- The maximum capacity for the hall is 200 people. Please advise us on you estimated number of guests when booking your function. Significant changes in numbers should be given to the office ASAP or at the latest by the payment date specified on your booking confirmation sheet.
- **Children must be supervised at all times.** Please do not allow children to run around the foyer/toilet area.
- **The foyer area is not included in your hire** but you may use the few seats in this area to sit quietly for a short period of time.
- In the event of an accident at your function, please report this to the duty caretaker who will log this in our accident book. If the emergency services are required please inform the duty caretaker who can make the call if necessary.
- We supply 30 folding tables and 200 chairs when booking the main hall. Additional tables and chairs can be requested if arranged with the Office staff prior to the event. Extra tables and chairs cannot be requested on the day of the hire.
- **UNDER NO CIRCUMSTANCES** may tickets be sold on the door. There should no personal gain by profit as a result of a function.
- If any problem arises during your function, the bar will be closed and lights will be switched on.
- We will not tolerate any abusive behaviour by you or your guests to any member of our staff or to any other persons present. The duty caretaker may call the Police if they deem it necessary.
- Where possible, the person making the booking should present him/herself at the time that the booking is made. But in any case should ensure that he/she understands all of the conditions appertaining to the booking and will be requested to sign a form to say that they have read and understood the Terms and Conditions of hire before the party commences.

## The Oval (Stevenage) Community Association

### No Smoking Policy – this includes ‘E’ cigarettes



The designated smoking area for hirers, is the

#### External patio area

It is the responsibility of the hirer to:

- Make guests aware of the designated smoking area and the rules that apply.
- Ensure that the patio area and any equipment within the area is treated with respect.
- Ensure that the patio area is left clean of any litter including cigarette ends.
- Ask guests to use the cigarette receptacles provided.
- No use of sockets for charging of ‘e’ cigarettes is permitted.

Failure to comply with the above list could lead to YOUR prosecution.

## **FUNCTION HALL WITH A BAR**

The Oval (Stevenage) Community Association will provide a bar for a minimum of 70 people with all functions wishing to purchase alcohol. The sale of alcohol is prohibited under any circumstances unless the bar is run by the Association. This stipulation is to comply with licensing laws. Failure to comply could result in legal proceedings.

Once the bar is open only drink that is purchased over the bar may be consumed on the premises.

The bar will be closed if anyone is found to be consuming drink not purchased over the bar.

The hirer will be responsible for redressing the situation before the bar is re-opened.

Last orders on the bar are at 11:00pm. Drinking up time is allowed until 11:20pm. Please make sure you drink up by that time. Staff will then collect all glasses. Please respect this rule and not challenge staff when they ask for your glass if you still have drink left.

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### **Further conditions for 12<sup>th</sup> – 20<sup>th</sup> birthday parties**

A deposit of £250.00 is required upon booking for all 12<sup>th</sup> – 20<sup>th</sup> birthday parties.

It is essential that the hirer provides door staff for such a party. A minimum of 2 nominated people must be supervising the main entrance to ensure that the party is trouble free.

The details of the nominated door people must be given when booking the party; i.e. Name, address & contact numbers.

**ID will be required before being served at the bar.**

### **Use of portable electrical equipment**

If you are bringing any electrical equipment onto the premises for use at your party it must have a current PAT Certificate.

Eg. Bouncy Castles / Disco equipment.

The charging of mobile phones / laptops and tablets is not permitted.

### **Sticky tape**

Please do not use any form of sticky tape, staples or tacs to secure anything to our tables, or to secure decorations to the walls etc.

Blu tack can be used but must be removed when clearing up after your function.

### **Bouncy castles**

If you are having a bouncy castle party in our hall please note that the maximum height we can allow is 15ft.

Any damage caused is the responsibility of the hirer. Damage to the property will have to be paid for.

The hirer is fully responsible for the safety of children using the equipment. When hiring such equipment please ensure suitable insurance is in place.

### **Barbeques**

The use of barbeques is not permitted at any time during your hire, anywhere on the premises, inside or out.

**FAILURE TO COMPLY WITH THESE TERMS & CONDITIONS OF  
HIRE WILL RESULT IN YOUR DEPOSIT BEING FORFEITED.**