

West Oxfordshire District Council
Licensing Panel

| APPLICATION TYPE: | Application for a new premises licence | APPLICATION FOR: | Enstone Parish Hall |
|---------------------------------------------------------------------|----------------------------------------|-----------------------------|--------------------------------|
| NAME OF APPLICANT: | Susanne Hamilton | ADDRESS OF PREMISES: | The Paddocks, Enstone, OX7 4AZ |
| PARISH (if applicable): | Enstone | | |
| CASE OFFICER: | Andrea Thomas | | |
| CONSULTEE/ REPRESENTOR: | SUMMARY OF COMMENTS | | |
| Thames Valley Police | No objections | | |
| Oxfordshire County Council Fire and Rescue Service | No objections | | |
| Oxfordshire County Council Social and Health Care | No response | | |
| Oxfordshire County Council Trading Standards | No objections | | |
| Oxfordshire Clinical Commissioning Group (NHS) | No objections | | |
| West Oxfordshire District Council Licensing | No objections | | |
| West Oxfordshire District Council Environmental Health (Food H & S) | No objections | | |
| West Oxfordshire District Council Environmental Health (noise) | No response | | |
| West Oxfordshire District Council Planning Services | Comments attached | | |
| Parish/Town Council | No response | | |

| CONSULTEE/ REPRESENTOR: | SUMMARY OF COMMENTS |
|------------------------------------|------------------------------------------------------|
| Other persons | 6 letters of objection from local residents attached |

| LICENSING LEGISLATION / STATEMENT OF LICENSING POLICY / POOL OF CONDITIONS |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>GUIDANCE UNDER SECTION 182 OF THE LICENSING ACT 2003 amended October 2014</p> <p><u>Crime and Disorder</u> from page 7</p> <p><u>Public Safety</u> from page 8</p> <p><u>Public Nuisance</u> from page 11</p> <p><u>Protection of children from harm</u> from page 13</p> |



**West Oxfordshire
Application for a premises licence
Licensing Act 2003**

For help contact
community.services@westoxon.gov.uk
Telephone: 01993 861636

* required information

Section 1 of 19

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name
* Family name
* E-mail
Main telephone number
Other telephone number

Include country code.

Indicate here if you would prefer not to be contacted by telephone

Are you:

Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Continued from previous page...

Your Address

Address official correspondence should be sent to.

| | |
|-------------------------------|-----------------|
| * Building number or name | Grey Gables |
| * Street | Cleveley Road |
| District | Enstone |
| * City or town | Chipping Norton |
| County or administrative area | Oxfordshire |
| * Postcode | OX7 4LW |
| * Country | United Kingdom |

Section 2 of 19

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

- Address OS map reference Description

Postal Address Of Premises

| | |
|-------------------------------|---------------------|
| Building number or name | Enstone Parish Hall |
| Street | The Paddocks |
| District | Enstone |
| City or town | Chipping Norton |
| County or administrative area | Oxfordshire |
| Postcode | OX7 4AZ |
| Country | United Kingdom |

Further Details

| | |
|---------------------------------------------|--------|
| Telephone number | |
| Non-domestic rateable value of premises (£) | 12,750 |

Section 3 of 19

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company
- A partnership
- An unincorporated association
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales
- Other (for example a statutory corporation)

Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

Section 4 of 19

INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

Family name

Is the applicant 18 years of age or older?

- Yes No

Continued from previous page...

Applicant Postal Address

Is the address the same as (or similar to) the address given in section one?

Yes

No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

| | |
|-------------------------------|----------------------------------------------|
| Building number or name | <input type="text" value="Grey Gables"/> |
| Street | <input type="text" value="Cleveley Road"/> |
| District | <input type="text" value="Enstone"/> |
| City or town | <input type="text" value="Chipping Norton"/> |
| County or administrative area | <input type="text" value="Oxfordshire"/> |
| Postcode | <input type="text" value="OX7 4LW"/> |
| Country | <input type="text" value="United Kingdom"/> |

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

Yes

No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

| | |
|------------------------------------------------------|-------------------------------------------------------------------|
| E-mail | <input type="text" value="susan.hamilton@greygables64.plus.com"/> |
| Telephone number | <input type="text" value="01295 885771"/> |
| Other telephone number | <input type="text"/> |
| <input type="button" value="Add another applicant"/> | |

Section 5 of 19

OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.

Single story detached building used primarily as a Parish Hall. Accommodation consists of one large hall and one smaller multi-purpose room, together with kitchen and toilets. Both rooms can accommodate meetings and leisure activities. In addition the large hall can be used for dancing, indoor sports and larger social occasions.

Continued from previous page...

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

Section 6 of 19

PROVISION OF PLAYS

Will you be providing plays?

Yes

No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of a play take place indoors or outdoors or both?

Indoors

Outdoors

Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Continued from previous page...

State any seasonal variations for performing plays

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 7 of 19

PROVISION OF FILMS

Will you be providing films?

Yes

No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

Continued from previous page...

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Will the exhibition of films take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 8 of 19

PROVISION OF INDOOR SPORTING EVENTS

Will you be providing indoor sporting events?

Yes No

Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Racquet sports, carpet bowls etc. No music anticipated.

State any seasonal variations for indoor sporting events

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

Non-standard timings. Where the premises will be used for indoor sporting events at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 9 of 19

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Will you be providing boxing or wrestling entertainments?

- Yes No

Section 10 of 19

PROVISION OF LIVE MUSIC

Will you be providing live music?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Parties and dance club socials.
Amplified and unamplified music.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Possible extension on Christmas Eve until 2359.
Possible extension on New Years Eve celebrations until 0015.

Section 11 of 19

PROVISION OF RECORDED MUSIC

Will you be providing recorded music?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

Continued from previous page...

WEDNESDAY

| | | | |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="21:30"/> |
| Start | <input type="text"/> | End | <input type="text"/> |

THURSDAY

| | | | |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="21:30"/> |
| Start | <input type="text"/> | End | <input type="text"/> |

FRIDAY

| | | | |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="23:30"/> |
| Start | <input type="text"/> | End | <input type="text"/> |

SATURDAY

| | | | |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="23:30"/> |
| Start | <input type="text"/> | End | <input type="text"/> |

SUNDAY

| | | | |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="21:30"/> |
| Start | <input type="text"/> | End | <input type="text"/> |

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Possible extension on Christmas Eve 24:00
Possible extension on New Years Eve celebrations 00:15

Continued from previous page...

Section 12 of 19

PROVISION OF PERFORMANCES OF DANCE

Will you be providing performances of dance?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of dance take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Continued from previous page...

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 13 of 19

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes No

Section 14 of 19

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes No

Section 15 of 19

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

THURSDAY

Start 18:00

End 22:00

Start

End

FRIDAY

Start 18:00

End 23:30

Start

End

SATURDAY

Start 12:00

End 23:30

Start

End

SUNDAY

Start 12:00

End 21:00

Start

End

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Specific booked events such as weddings, funerals and christenings. Activity to go longer on Christmas Eve and New Years Eve until 0030hrs.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Family name

Continued from previous page...

TUESDAY

| | | | |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="08:00"/> | End | <input type="text" value="22:30"/> |
| Start | <input type="text"/> | End | <input type="text"/> |

WEDNESDAY

| | | | |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="08:00"/> | End | <input type="text" value="22:30"/> |
| Start | <input type="text"/> | End | <input type="text"/> |

THURSDAY

| | | | |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="08:00"/> | End | <input type="text" value="23:30"/> |
| Start | <input type="text"/> | End | <input type="text"/> |

FRIDAY

| | | | |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="08:00"/> | End | <input type="text" value="24:00"/> |
| Start | <input type="text"/> | End | <input type="text"/> |

SATURDAY

| | | | |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="08:00"/> | End | <input type="text" value="24:00"/> |
| Start | <input type="text"/> | End | <input type="text"/> |

SUNDAY

| | | | |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="22:30"/> |
| Start | <input type="text"/> | End | <input type="text"/> |

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 18 of 19

LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

Continued from previous page...

Enter the contact's address

| | |
|----------------------------------------|---------------------------------------------|
| Building number or name | <input type="text"/> |
| Street | <input type="text"/> |
| District | <input type="text"/> |
| City or town | <input type="text"/> |
| County or administrative area | <input type="text"/> |
| Postcode | <input type="text"/> |
| Country | <input type="text" value="United Kingdom"/> |
| Personal Licence number (if known) | <input type="text"/> |
| Issuing licensing authority (if known) | <input type="text"/> |

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 19

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

Films for restricted age groups - access to be monitored at door.
The only types of gambling envisaged are race nights, auctions of promises bingo and similar events. All organisers will be made aware of restrictions relevant to young people.

Section 17 of 19

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

List here steps you will take to promote all four licensing objectives together.

Well maintained site and building
Sale and supply of alcohol only to be permitted at management committees discretion
Procedure in case of emergency to be made obvious to hirer together with block plan of building indicating emergency exits included in hire conditions
Awareness of legislation regarding presence of children

b) The prevention of crime and disorder

Providing adequate lighting
Age restrictions
Vetting of event organisers
Restriction of specific events and attendees.

c) Public safety

Hirer to be made aware of emergency procedures
Accommodation limits
First Aid provision
Suitable signage.

d) The prevention of public nuisance

Keeping music to a reasonable level. Hirer to walk around the outside of building during event to gauge impact.
Considerate loading and unloading arrangements
Controlling noxious odours from cooking etc.
Not using external areas after specified times.
Keeping doors and windows closed whilst license is being used.
Notices asking patrons to leave quietly

e) The protection of children from harm

Restricting access to adult entertainment.
Proof of age cards required at specific events.
Children to be supervised by suitable adults at all times
Requirements for attendants to be present when children's activities are taking place.
Children prohibited from the kitchen at all times.

Section 19 of 19

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.
Premises Licence Fees are determined by the non-domestic rateable value of the premises.
To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm
Band A - No RV to £4300 £100.00
Band B - £4301 to £33000 £190.00
Band C - £33001 to £87000 £315.00
Band D - £87001 to £125000 £450.00*
Band E - £125001 and over £635.00*
*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee
Band D - £87001 to £125000 £900.00
Band E - £125001 and over £1,905.00
There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls,

Continued from previous page...

chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

190.00

DECLARATION

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

Susanne Hamilton

* Capacity

Chairman of Hall Management Committee

* Date

04 / 03 / 2015

dd

mm

yyyy

Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/west-oxfordshire/apply-1> to upload this file and continue with your application.

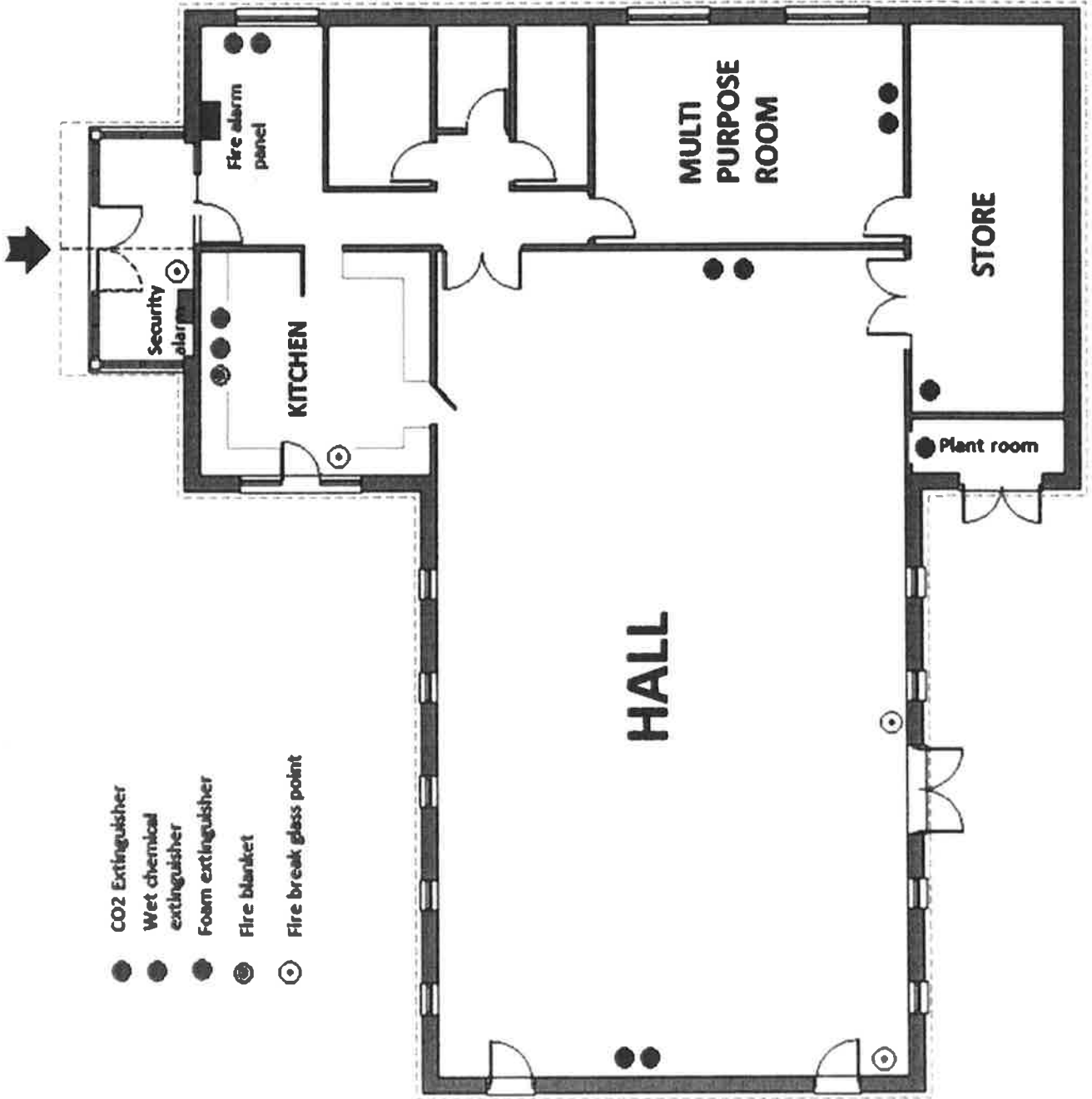
Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

OFFICE USE ONLY

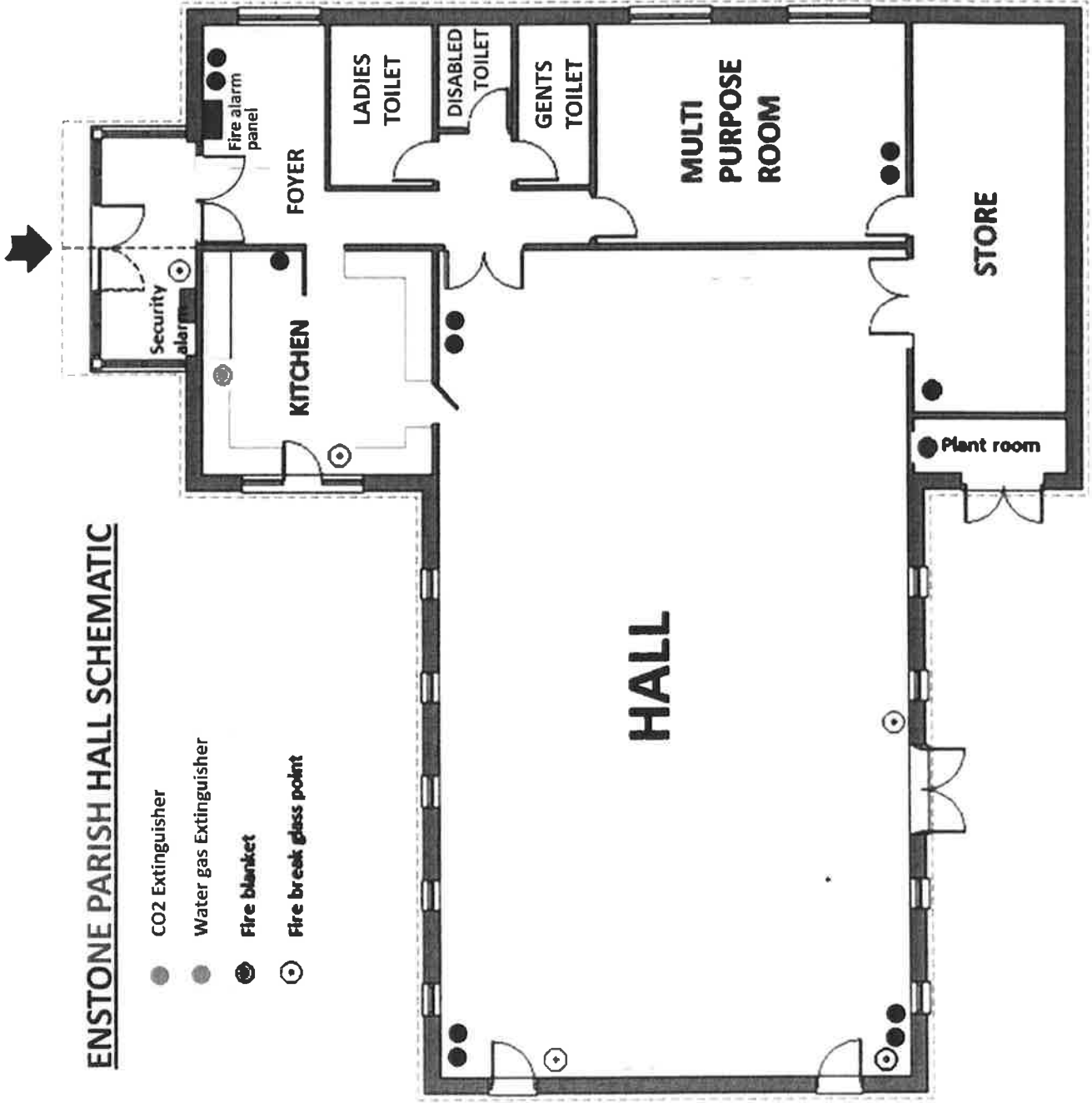
| | |
|----------------------------|--------------------------|
| Applicant reference number | <input type="text"/> |
| Fee paid | <input type="text"/> |
| Payment provider reference | <input type="text"/> |
| ELMS Payment Reference | <input type="text"/> |
| Payment status | <input type="text"/> |
| Payment authorisation code | <input type="text"/> |
| Payment authorisation date | <input type="text"/> |
| Date and time submitted | <input type="text"/> |
| Approval deadline | <input type="text"/> |
| Error message | <input type="text"/> |
| Is Digitally signed | <input type="checkbox"/> |

- CO2 Extinguisher
- Wet chemical extinguisher
- Foam extinguisher
- ⊙ Fire blanket
- ⊙ Fire break glass point



ENSTONE PARISH HALL SCHEMATIC

- CO2 Extinguisher
- Water gas Extinguisher
- ☹ Fire blanket
- ⊙ Fire break glass point



STANDARD CONDITIONS OF HIRE

These standard conditions apply to all hiring of the Parish Hall. If the Hirer is in any doubt as to the meaning of any of the following, the Hall Secretary or Booking Clerk should immediately be consulted.

1. Age

The Hirer, not being a person under **18** years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions under this Agreement, relating to management and supervision of the premises are met.

2. Supervision

The Hirer shall during the period of hiring be responsible for: supervision of the premises, the fabric and the contents: their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Hall Secretary, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Use of Premises

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

The sale of alcohol on the Enstone Parish Hall licence is only permitted via a licenced bar. Those who wish to sell their own alcohol will require a Temporary Events Notice and will need to receive permission to apply for this from the Booking Secretary.

Permission for performances involving danger to the public or of a sexually explicit nature shall not be given.

No unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas heating appliances shall not be used.

4. Smoking

Smoking is only permitted in the Designated Smoking Area, which is indicated by signs. A waste bin is provided.

The use of electronic cigarettes within the premises is prohibited.

5. Gaming, betting and lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries. The person or organisation to whom the hall is let shall be responsible for seeing that the requirements of the relevant legislation are strictly observed.

6. Licensable activities

This hall is licensed for the following activities:-

Performance of Plays

Exhibition of films

Indoor Sporting events

The performance of live music and playing of recorded music
Dancing
Sale of alcohol
Entertainments similar to those above.

7. Public safety compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and the hall's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

In advance of an entertainment or play the Hirer shall check the following items:-

That all fire exits are unlocked and panic bolts in good working order.

That all escape routes are free of obstruction and can be safely used

That any fire doors are **not** wedged open

That exit signs are illuminated.

That there is no obvious fire hazards on the premises.

Candles are not to be used.

8. Outbreaks of Fire

a. The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Secretary of the Management Committee.

b. Occupants should evacuate the building.

c. Everyone should gather at the marked assembly point.

No one should re-enter the building until it has been declared safe.

9. Means of Escape

a. All means of exit from the premises must be kept free from obstruction.

b. The Hirer shall familiarise themselves with the emergency exits and check that the escape routes can be safely used. A floor plan is displayed in the Hall foyer and a copy is attached to this hiring agreement.

10. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to the Management Committee **as soon as possible** and complete the relevant section in the Centre's accident book. Any failure of equipment belonging to the Parish Hall or brought in by the Hirer must also be reported **as soon as possible**. The First Aid Box and Accident Book are both located on a wall in the kitchen, and appropriately marked.

11. Compliance with Legislation

a. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

b. The Hirer shall ensure that any activities provided for children comply with relevant legislation for the protection of children.

c. The Hirer shall not carry out or permit flyposting or any other form of unauthorised advertisements.

d. The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales.

e. The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the Hirer **must** make use of it in the interests of public safety

12. Drunk and Disorderly Behaviour and Supply of Illegal Drugs

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour; care should be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk or to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

13. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

All external doors and windows must be kept closed other than for access or egress when events involving amplified music or speech are taking place.

The Hall Manager shall receive and respond to complaints throughout the duration of all noisy events.

14. Animals

The hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Management Committee. No animals whatsoever are to enter the kitchen at any time.

15. Stored Equipment

Enstone Parish Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and the other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The Enstone Hall Management Committee may, at their discretion, dispose of any stored equipment or other property after giving 7 days' notice and may charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

16. No Alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way – this includes the use of blu tack, sticky tape and drawing pins - to any part of the premises without the prior written approval of the Management Committee.

17. Indemnity

The Hirer shall be liable for:-

- a. the cost of repair of any damage done to any contents of the premises or any part of the premises including the surrounding land.
- b. all claims, losses, damages and the costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises and
- c. all claims, losses, damages and costs suffered or incurred as a consequence of any nuisance caused to a third party as a result of the use of the premises by the Hirer.

The Hirer is urged to take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against the Hirer's liability under the above paragraph.

The Hirer shall if so required, produce the insurance policy and current receipt or other evidence of cover to the Management Committee representative.
The Enstone Parish Hall is insured against any claims arising out of its own negligence.

18. Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Enstone Parish hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Management Committee.

The Parish Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of:-

- a. the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- b. the premises becoming unfit for the use intended by the Hirer.
- c. the Management Hall Committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- d. an emergency requiring the use of the premises as a shelter for victims.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Parish Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

19. End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, ensuring that all occupants have left, the building and outside gates are properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise Enstone Parish Hall shall be at liberty to make an additional charge.

Hirers should report any damage to the Booking Secretary.

20. No Rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

**Enstone Parish Hall Management Committee,
Grey Gables,
Cleveley Road,
Enstone.
OX7 4LW**

~~01608677156~~

1st December 2014