

PUBLIC HIRE TERMS & CONDITIONS

KEY TERMS & CONDITIONS

Use of Premises — Hirers may only use areas agreed in advance as part of their booking arrangement.

Occupation — This agreement does not create a tenancy, lease or right of occupation.

Access & Security — Keys, codes and access information must not be shared with unauthorised persons.

Out of Hours Access — Unauthorised access outside agreed booking times is not permitted.

Payment & Invoicing — Invoices must be paid within the agreed payment period.

Cancellation of Sessions — Two weeks' notice should be provided where possible.

Ending the Agreement — Either party may end the arrangement with one month's notice.

Hall Cancellation — Oakridge Hall for All may cancel hire where the premises are unavailable.

Insurance & Compliance — Hirers are responsible for appropriate insurance, licences and safeguarding arrangements.

Licences & Copyright — Hirers are responsible for required music, film and performance licences.

Participant Collection — Participants, including children where applicable, must be collected safely.

Kitchen Use — Kitchen or refreshment facilities may only be used where agreed.

Building Systems — Hirers must not interfere with heating controls or building systems.

Alterations & Signage — Decorations, banners and signage require prior permission.

Storage — Approved storage is used at the Hirer's own risk.

Subletting — Bookings must not be transferred or shared without permission.

Sales & Trading — Hirers selling goods or services are responsible for complying with relevant laws.

Cleaning — Areas must be left clean, tidy and ready for the next user.

Parking & Access — Vehicles must not block emergency exits, access routes or neighbouring properties.

Neighbours & Noise — Please respect neighbouring properties at all times.

Management Rights — Oakridge Hall for All reserves the right to end sessions where behaviour is unsafe or inappropriate.

FIRE SAFETY

Hirers must make themselves aware of fire exits and evacuation procedures upon arrival. In the event of a fire or emergency, all persons must leave the building immediately using the nearest available fire exit and assemble on the green area at the front of the hall.

- Keep fire exits and emergency routes clear at all times
- Fire doors must not be wedged open
- A first aid kit is located outside the office
- Spillages must be cleaned immediately
- Toilet areas must be left clean and tidy
- Illegal drugs and unsafe behaviour are prohibited