



Oldham Hall – Terms, Conditions and Conditions of Hire

Oldham Hall, Church Street, Great Missenden, HP16 0AZ

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1. Introduction

Thank you for your booking enquiry for Oldham Hall (hereafter referred to as “the Hall”).

These Terms and Conditions apply to all bookings, whether private or open to the public. By confirming a booking, the Hirer agrees to comply with all conditions set out in this document.

The Hall is managed by the Oldham Hall Management Committee on behalf of the Parochial Church Council (PCC) of the Ecclesiastical Parish of Great Missenden with Ballinger and Little Hampden.

2. Booking, Payment and Cancellation

Booking Confirmation

A booking is only confirmed once the required payment has been received.

Deposit

A non-refundable deposit of £50 (or 25% of the total hire fee, whichever is greater) is required at the time of booking to secure the date.

This deposit is non-refundable except where the PCC cancels the booking.

Balance Payment

The remaining balance must be paid no later than 28 days before the date of the event..

If the balance is not received, the PCC reserves the right to cancel the booking and retain the deposit.

Cancellation by the Hirer

More than 28 days before the booking:

A full refund of payments that have been made by the hirer, excluding the deposit.

14–28 days before the booking:

50% of the total hire fee is payable, excluding the deposit.

Less than 14 days before the booking:

100% of the hire fee is payable.

These terms reflect the difficulty in re-letting the Hall at short notice.

Cancellation by the PCC

The PCC reserves the right to cancel any booking at its discretion and is not required to provide a reason, including where it reasonably considers that the booking may conflict with safety, lawful use of the premises or Church values.

In such circumstances:

A full refund of all payments made will be issued.

The PCC shall not be liable for any indirect or consequential loss

Breach of Terms and Conditions

If the Hirer breaches these Terms and Conditions, provides false or misleading information, or conducts (or indicates an intention to conduct) the event in a way that the PCC reasonably considers to be deemed unsafe, unlawful, or inappropriate, the PCC reserves the right to cancel the booking immediately (including during the event) and retain all or part of the hire fee.

No refund will be payable in these circumstances.

3. The Hirer's Responsibilities

The Hirer must be at least 21 years of age, be present throughout the hire period, and act as the responsible person ("Duty Manager").

Where booking on behalf of an organisation, both the individual and the organisation are jointly responsible.

The Hirer is responsible for the conduct of all attendees, ensuring compliance with these Terms, and for ensuring the premises are suitable for the intended use.

4. Use of the Premises

The Hall (including its facilities) may be used only for the purpose, date(s) and time(s) agreed. The overall time booked must include setting up and clearing away.

The Hall must not be sublet.

Maximum capacity: 100 people.

The PCC reserves the right to refuse bookings, cancel bookings, or stop an event being improperly conducted.

5. Relationship to Adjacent Premises

The Hall is the responsibility of the PCC and is an entirely separate entity from the adjacent school.

Hirers must not contact the school, school staff, the school caretaker, or any third-party caretaker in relation to the use of the Hall.

All communication regarding bookings, access, or any issues must be directed to the Bookings Team at bookings@missendenchurch.org.uk

6. Church Office

The Church Office is the room located at the rear of the Hall, and may be in use separately to any booking in the main hall.

Access must be kept clear at all times. Office use must not be obstructed. Where access is required to the office by visitors on church business, they will be admitted by the Office Manager, via the rear door whenever possible, rather than through the main hall.

7. Licences and Legal Compliance

The Hirer is responsible for obtaining any required licences, including alcohol sales (Temporary Event Notice) and music or entertainment licences where applicable.

Permission must be obtained from the PCC in advance.

8. Health and Safety

The Hirer must keep all fire exits clear, make attendees aware of emergency exits, avoid trip and slip hazards, not use damaged equipment, and only use PAT-tested portable appliances.

Fire Safety

Fire extinguishers and a fire blanket are provided.

In the event of fire, evacuate immediately, call the Fire Brigade, and use the fire extinguishers only if you deem it safe enough to do so.

Address: Oldham Hall, Church Street, Great Missenden, HP16 0AZ

9. Accidents and First Aid

A first aid box is located in the corridor next to the kitchen.

All accidents must be recorded in the Accident Book and the Bookings Team must be informed.

10. Insurance and Liability

The Hirer is responsible for all activities during the hire and any injury, loss or damage arising from those activities.

The Hirer is strongly advised to take out public liability insurance.

The PCC accepts no responsibility for injury or loss arising from the Hirer's activities or for property brought onto or left on the premises.

11. Safeguarding

The PCC follows both The Church of England Safeguarding Policy - Promoting a Safer Church and Church of England - Code of Safer Working Practice, both of which can be found on the Church's website.

Where activities involve children, young people or vulnerable adults, the Hirer must ensure appropriate supervision (minimum two adults), never leave children unattended, and take all reasonable steps to ensure safety.

Organisations must provide a safeguarding policy (or adopt the Church's policy) and ensure DBS checks where appropriate.

Organisations must keep a register of children, young people and vulnerable adults including name, date of birth, contact details of parent/guardian/carer, and details of any medical conditions, medication or allergies. For private bookings (e.g. parties), you will ensure you have immediate access to the above details.

Any safeguarding concerns must be reported within 24 hours to the Parish Safeguarding Officer. Please email safeguarding@missendenchurch.org.uk.

12. General Conduct

The Hirer must ensure there is no smoking or vaping anywhere on site, no illegal substances, reasonable noise levels, and respect for our neighbours when leaving.

13. Kitchen Use

If using the kitchen, all equipment must be left clean and as found, at the end of each hire period, and food hygiene regulations must be followed. Hirers must bring their own tea towels.

Children must not enter the kitchen.

The kitchen must remain clear and safely accessible at all times, and is not designed for storage

All refuse, including bottles and cans, must be removed from the premises at the end of each booking session/day.

14. End of Hire Requirements

The Hirer must leave the Hall clean and tidy, switch off all lights, ensure gas appliances are turned off, close all windows, close window blinds, lock all external doors, and return keys to the key safe within the period of the booking.

Chairs must be stacked safely (maximum 7 high), tables stored properly, and the piano returned to its position by the main door.

15. Multi-Day Hire and Storage

Where the Hall is hired for more than one day, this does not guarantee exclusive use of the premises.

All equipment, decorations, and personal items must be removed at the end of each hire period/day (if multiple days), unless the entire Hall has been booked exclusively for the full duration.

At the end of each booking period, The Hall must be left clear, clean, and ready for use by others, including access to all areas such as the kitchen, corridors, and entrances.

No items may be left in the Hall, kitchen, corridors, or outside areas between hire period (or each day, if the booking is for multiple days).

Any items left may be removed by the PCC without notice, and the Hirer may be charged for removal, storage, or disposal.

Failure to comply may result in additional charges or loss of deposit.

The PCC accepts no responsibility for any items left on the premises.

16. Damage and Loss

The Hirer must report any damage or faults immediately and report any damage within 24 hours.

The Hirer will be charged for repairs or replacement where required.

17. Property

All items must be removed at the end of hire.

The PCC accepts no responsibility for items left behind and may dispose of them at the Hirer's expense.

18. Acceptance

By submitting a booking via the Church website and making payment, the Hirer confirms that they have read, understood, and agreed to these Terms and Conditions.

19. Booking Details

All bookings must be submitted via the official online booking form available on the Church website.

The information provided forms part of this agreement and must be accurate and complete.

The PCC reserves the right to decline or cancel any booking where information provided is incomplete, inaccurate, or misleading.