

OASIS FAMILY CHURCH WITNEY

CEEWOOD HALL

APPLICATION TO HIRE THE MAIN HALL

NAME _____

ORGANISATION (if any) _____

ADDRESS FOR CORRESPONDENCE _____

TELEPHONE NUMBER _____

EMAIL ADDRESS _____

PURPOSE HALL REQUIRED FOR _____

DATE HALL REQUIRED _____

TIME HALL REQUIRED: FROM _____ TO _____

(If time is needed to set up/clear away please include this in the hiring period specified above)

APPROXIMATE NUMBERS ATTENDING _____

I have read the terms and conditions overleaf together with the items of special note, governing the use and hiring of the building with all equipment specified and hereby agree to be bound by such conditions

Signature of applicant _____ Date _____

Signature on behalf of Oasis Family Church Witney _____ Date _____

Oasis Family Church Witney is a Registered Charity.

Charity number 1118723

The Oasis Centre, 11 Fettiplace Road, Witney, OX28 5AP

SUMMARY OF TERMS AND CONDITIONS
(A full set of Terms and Conditions are available on request)

- 1) A completed Application for Hire form must be received by Oasis Family Church Witney within seven days of a provisional booking being made and must be accompanied by the full fee unless the booking is made more than three months in advance of the date required in which case a deposit of 30% is required with the balance being due before the hiring takes place.
- 2) All prices are as per our Schedule of Prices and, once a booking has been confirmed by receipt of this form, will be honoured by Oasis Family Church Witney.
- 3) The Hall has limited storage capacity. If any items require storing on site prior to the date of hiring, agreement must be given by Oasis Family Church Witney.
- 4) All such items must be removed from the premises at the end of the hire period.
- 5) Tables and chairs are available for use at the hall. These must be left clean and stored in the positions they are found.
- 6) Where a receipt is requested a copy of this form, signed on behalf of Oasis Family Church Witney, will be provided.
- 7) There may be occasions when more than one event is held at the same time in different rooms. Oasis Family Church Witney undertakes to notify, whenever practical, the hirer of any such occasion. In the event that exclusive use of the hall is required, this must be made clear at the time of application and Oasis Family Church Witney reserves the right to apply an additional fee in these instances.

PLEASE NOTE

- 1) OASIS FAMILY CHURCH WITNEY OPERATES A NON-SMOKING POLICY THROUGHOUT CEEWOOD HALL IN ACCORDANCE WITH ENGLISH LAW
- 2) ALCOHOL IS NOT PERMITTED ON THE PREMISES UNLESS SPECIFICALLY AUTHORISED IN ADVANCE BY OASIS FAMILY CHURCH WITNEY. PLEASE SEE TERMS AND CONDITIONS
- 3) OASIS FAMILY CHURCH WITNEY DOES NOT PROVIDE ANY PUBLIC LIABILITY INSURANCE FOR THE HIRING OF CEEWOOD HALL BY THIRD PARTIES. SUCH INSURANCE, TOGETHER WITH INSURANCE FOR ANY ITEMS BROUGHT ONTO THE PREMISES BY THE HIRER REMAINS THE RESPONSIBILITY OF THE HIRER
- 4) PLEASE DO NOT WEAR SHOES THAT MAY DAMAGE THE WOODEN FLOOR
(e.g. STILLETTO HEELS, METAL HEELS, ROLLER BLADES etc)

This form should be returned to:
Oasis Family Church, The Oasis Centre, 11 Fettiplace Road, Witney OX28 5AP.

Please make cheques payable to Oasis Family Church Witney

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