

**St Nicholas Church Hall, Old Marston, OX3 0PR**  
**(Marston Church Properties Ltd.)**  
**Booking Terms and Conditions**  
**January 2025**

1. All bookings are accepted at the discretion of the trustees.
2. Hire of the hall includes the use of the enclosed courtyard to the rear of the hall. Hirers are asked to respect that the adjoining house (9 Elsfield Road) together with its driveway and separate enclosed courtyard are private property.
3. The number of people using the hall must not exceed 100.
4. No persons under the age of 18 years may hire the hall
5. The hirer shall not use the premises for any other purpose other than previously agreed. The premises may not be sub-hired and cannot be used for any unlawful purpose or in any unlawful manner. The hirer may not bring onto the premises anything which may endanger the premises or any insurance policies thereof.
6. The hirer will be held responsible for the care of the premises during the period of hire and for the protection of the fabric and the contents from damage or alteration of any sort. The hirer is also responsible for the safe behaviour of all persons using the premises, including the roadside parking of vehicles nearby.
7. Only responsible adults should be allowed in the kitchen area. The kitchen area should be left clean and the rubbish/food waste removed before leaving.
8. Please leave the hall tidy and return tables and chairs that have been used to the original location and storage racks. All lights and heating should be switched off. The hirer will be charged for any remediation costs if there is any damage beyond the normal wear and tear. Sellotape and bluetack for example must not be fixed to paintwork.
9. Marston Church Properties is not responsible for loss or damage to the hirer's property or persons of any kind when the premises are being hired. We accept no responsibility for any equipment brought onto or stored in the property. All equipment and other property (except when storage has been agreed) must be removed at the end of each hiring (or we will charge fees for each day or part thereof until the property is removed).
10. All events must terminate by 9 pm unless otherwise agreed with the trustees. Hirers are responsible for ensuring that the noise level of their function is such that it does not inconvenience or interfere with neighbours, especially the occupants of the adjoining house 9 Elsfield Road.
11. Anyone finding the hall in an unsatisfactory condition should notify the Administrator immediately (with emails and photos if appropriate). Any non-notified defect will be deemed to have been caused by the hirer and they will be charged accordingly.
12. Hirers must ensure any activities for children, young people and other vulnerable adults are only provided by fit and proper people in accordance with the Safeguarding Vulnerable Groups Act 2006 (and any subsequent legislation).

13. No smoking nor smoke/fog machines are allowed in the hall. Flammable substances must not be brought into the hall. BBQs are not allowed in the hall. BBQs are also not allowed in the courtyard except with the prior consent of the trustees. Under no circumstances may the fire alarms and smoke detectors be disabled.
14. No unauthorised heating devices are allowed on the premises without consent.
15. Hirers agree not to use the Wi-Fi service for any for the following purposes:
  - (a) disseminating any unlawful, harassing, libelous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
  - (b) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
  - (c) interfering with any other persons use or enjoyment of the Wi-Fi service; or
  - (d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;
  - (e) You must not keep any username, password, or any other information which forms part of the log in details.
16. There is no car parking available at the hall. Roadside parking is available in the vicinity but this may be subject to restrictions. The drive next to the hall is private property and for the sole use of the occupants in the adjoining house 9 Elsfield Road.

*The Hall Trustees can be contacted via the St Nicholas Church Administrators. Email administrator@stnicholasmarston.org.uk*