

Regal Community Centre Hire Agreement

1.0. PARTIES

1. The Regal Community Association acting by its Management Committee ('The Association')
2. The person or organisation named in clause 1.1 ('the Hirer').

The Parties agree that:

1. In consideration of the hire fee, the Association agrees to permit the Hirer to use the premises for the specific period(s) and purpose described below.
2. The details inserted herein are considered the terms of this agreement. This Hiring Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

1.1. The Hirer

| | |
|-----------------------------|--|
| Full Name: | |
| Organisation if Applicable: | |
| Email Address: | |
| Your Post code: | |
| Mobile Phone No: | |

1.2. Date(s) required:

| | |
|----------------------------|--|
| Date of hire: | |
| Number of people Attending | |

1.3. The Association Registered Charity No 1041414

Authorised Representative & trustees, Regal Community Centre, Ridgefield Road, Oxford OX4 3BY

1.4. Hire Fee

| What times do you require the room | From: | Until: | Number of Attendees (Approx) |
|---|-------------------|-------------------|---------------------------------------|
| Main Hall (Capacity 100) | | | |
| Essex Room (Capacity 30) | | | |
| Henley Room (Capacity 25) | | | |
| Aston Room (Capacity 12) | | | |
| Kitchen | | | |
| Please see the Room Hire Prices at the bottom of this sheet | | | |
| Room Hire | No hours required | Cost of per hours | Sub Total No of Hours x cost per hour |
| Hire of Main Hall (£25 / hour): | | £25 | |
| Hire of Essex Room (£20 / hour): | | £20 | |
| Hire of Henley Room (£15 / hour): | | £15 | |
| Hire of Aston Room & Flat screen TV (£20 / hour): | | £20 | |
| Kitchen food preparation ONLY No Gas Cooker Use | | | Free |
| Hire of Kitchen for up to One Hour: Single Flat Fee | | | £25 |
| Hire of Kitchen Large Groups & Over 1hr Flat Fee | | | £75 |
| Use of Flat Screen TV: Single Flat Fee | | | £45 |
| Hire Karaoke system: Single Flat Fee | | | £45 |
| Early Room Use & Late Close Fees | | | £50 |

| | | | |
|---|--|--|-------------|
| Total Hire Amount Due: | | | |
| Plus, Refundable Mandatory Deposit: | | | £100 |
| TOTAL AMOUNT DUE (Hire & Deposit): | | | |

The total amount of hall costs due is payable at least 2 weeks before the event for which the premises are hired. For Bookings in Nov or Dec, the total amount is payable at least 1 month before the event.

Deposit

The Hirer shall pay £100 (£200 for commercial use) as a deposit on the signing of this Agreement, this will secure the date.

The deposit will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, no extra time has been used, no extra cleaning resulted nor have any complaints been made to the Association about alcohol, noise , antisocial behaviour or other disturbance during the period of the hiring as a result of the hiring.

Cancellation Policy:

- Once the deposit has been paid if you cancel at any time £10 will be withheld.
- If you cancel Two weeks in advance of the booking £30 will be withheld.
- One week (& therefore after the hall cost has been paid) £50 or 50% of the room hire cost – whichever is the greater.
- These charges apply to all evening (after 5pm) or weekend (Friday, Saturday Sunday any time) bookings.

For Bookings on Fri, Sat & Sun in November and December the cancellation fees will be:

- Once the deposit has been paid if you cancel at any time £50 will be withheld.
- If you cancel 3 weeks in advance (& therefore after the hall cost has been paid) £75 or 50% of the room hire cost – whichever is the greater.

Penalties:

- Use of Glitter or Confetti on any day will result in £25 automatic deduction from your deposit.
- Chalk drawings or markings inside or outside will result in an automatic £25 deduction from your deposit.
- Failure to remove any gas canisters will also result in a £25 deduction from your deposit.
- It is not permitted to stick anything to walls, which cause damage to paint which will result in £25 automatic deduction from your deposit

PLEASE NOTE: Daytime access before 9.00am is by pre-arrangement only, and applicants should give one week's notice.

1.5. Purpose & Description of Hire

Description of Hire

| | |
|---|--------------------------|
| Will you be using a sound system and/or having live and/or recorded music? | |
| How did you hear about us? | |
| What is the nature of your group and activity or event ? Please Tick | |
| Private hire for Birthday Parties , Weddings & Celebrations | <input type="checkbox"/> |
| Health & Fitness | <input type="checkbox"/> |

| | |
|-----------------------------------|--------------------------|
| Meeting & Seminars | <input type="checkbox"/> |
| Social Groups and Clubs | <input type="checkbox"/> |
| Educational and Creative Programs | <input type="checkbox"/> |

Purpose of Hire

| Purpose of Hire | Please Tick as appropriate |
|---|----------------------------------|
| Is the group / hirer non-profit? | <input type="checkbox"/> |
| Is the hire for commercial use? | <input type="checkbox"/> |
| Is food to be provided at the event? | <input type="checkbox"/> |
| Will this be a public or private event? | |
| | <input type="checkbox"/> Public |
| | <input type="checkbox"/> Private |

1.6. Capacity

The hirer agrees not to exceed the maximum permitted number of people per room including the organisers and any performers. This is to meet fire regulations and is a mandatory condition of the centre's premises licence. In order to hold a licensable activity on the premises or on part of the premises not covered by the hall's Premises Licence, or where a hall does not have a Premises Licence, a Temporary Event Notice (TEN) will need to be given to the licensing authority. The Hirer shall obtain the written consent of the Management Committee on the form provided for this purpose before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises.

- 2.0. The Hirer (or the Hirer's authorised representative if appropriate) agrees with the Association to be present during the hiring and to comply fully with this Hire Agreement and the 'TERMS AND CONDITIONS OF HIRE'.
- 3.0. It is hereby agreed that the General Rules for Hiring and Conditions Governing the Use of Regal Community Centre, together with any additional conditions imposed under the Premises Licence or that the Association deems necessary, shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Association and the Hirer.
- 4.0. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

5.0. Privacy Statement & Data Protection Policy

I the undersigned understood **Regal Community Association's** Data Privacy Policy. By proceeding, I consent to my personal data being collected and used as stated in the Privacy Notice)

- 6.0. The hirer shall have full control of all activities and have adequate staff with appropriate training and experience to supervise all activities undertaken. The hirer shall comply with all health and safety legislation including the Health and Safety at Work Act and associated regulations, including those for food hygiene.

7.0. Risk Assessments

If running a class, group, putting on a play or gig. Or anything where an entrance fee or charge is applied you must have a risk assessment and send through a copy if requested.

8.0. Safeguarding

Where a safeguarding incident occurs during an outside organisation's hire or use of the community centre, that organisation or individual is required by the terms of the hiring agreement to report that incident to the Manager and to inform the Manager of steps taken in relation to the incident.

8.1. Business Hirers

Business hirers should have arrangements in place, if applicable, for safeguarding children and vulnerable adults which meet legal requirements (including DBS where appropriate).

8.2. Private Parties

Parents or guardians are responsible for the safety of their own children while at the event. It is the hirer's responsibility to collect the relevant safeguarding information from any entertainers or similar.

SIGNATURE

Signed by the person named at 1.1 above, duly authorised, on behalf of the Hirer:

| | |
|-------------------------|--|
| Signed | |
| Print Full Name | |
| Today's Date | |
| Reconfirm Email: | |
| Mobile Phone No: | |

Charity Number: 1041414

Regal Centre ROOM DETAILS

We provide flexible space for hire, ideal for community groups, classes, exercise sessions, meetings, welfare services, educational activities, parties, celebrations, and recreational events that welcome everyone to get involved. We also support and host community-led events and initiatives that foster engagement, inclusion, and stronger community connections.

Annual Membership Fees:

- **Individuals:** £25
- **Groups / Commercial / Large Corporations:** £100

Membership includes a **10% discount on room hire charges**

Please note:

- All memberships will expire on March 31, regardless of when they are purchased.
- A yearly membership is valid from April 1 to March 31.
- Memberships can be renewed annually starting April 1 for the upcoming year.
- Any membership purchased during the year will still end on March 31 of the following year.

Please read our [terms and conditions of hire](#).

Please note any Bookings Before 9.00am & after 9.00pm, an additional charge of £50 will be added to the hiring charges.

Main Hall Capacity (100 People standing) (75 People seated)

£25/ hour (10% discount for annual membership holders)

Bookings Before 9.00am & after 9.00pm, an additional charge of £50 will be added to the hiring charges.

Ideal for: Conferences, training sessions, performances, and movement-based activities.

This is our largest and most versatile room, featuring an extended seating area, a raised stage for performances, and a convenient serving hatch connected to the kitchen. It includes 75 chairs and tables, making it well-suited for professional gatherings and workshops. The wooden flooring adds to its appeal for dance, martial arts, and other physical activities.

Meeting (Essex) Room (60 People Standing) (30 People Seated)**£20/hour (10% discount for annual membership holders)**

Bookings Before 9.00am & after 9.00pm, an additional charge of £50 will be added to the hiring charges.

Ideal for: Meetings, training sessions, and birthday parties.

This is our second-largest room, offering access to the kitchen, long table seating, and a whiteboard for presentations or group work.

It comes furnished with 30 chairs and tables, making it a practical choice for professional events, workshops, and social gatherings.

Henley Room (50 People Standing) (25 People Seated)**£15/hour (10% discount for annual membership holders)**

Bookings after 9.00pm, an additional charge of £50 will be added to the hiring charges.

Ideal for: Meetings and birthday parties.

This well-sized room offers convenient access to the kitchen, long table seating, and a whiteboard for presentations or group activities.

It's equipped with 25 chairs and tables, making it a practical and flexible space for professional events, workshops, and social occasions.

Aston Room (12 Seated)**£20 /hour (10% discount for annual membership holders)**

Bookings Before 9.00am & after 9.00pm, an additional charge of £50 will be added to the hiring charges.

Ideal for: Meetings, Professional events, Workshops

It's equipped with 12 chairs and 3 tables, access to a 55inch TV , making it a practical and flexible space for professional events, workshops

Kitchen Space

Kitchen is free of charge. This is available to all users of the centre. It is equipped with a fridge, sink, kettle, and gas cooker (with oven and grill). A small amount of crockery is available. Cups, saucers, mugs and plates can be supplied on request.

Exclusive use of the kitchen is only possible when a function is being held.

Kitchen Use for Food Preparation Only (No Gas Cooker use): Free

Kitchen Hire (up to 1 hour): Flat Fee £25

Kitchen Hire for Large Groups or Over 1 Hour use : Flat Fee £75

Wheelchair access we have wheelchair access to our main hall and meeting rooms. There is a disabled lavatory situated adjacent to the ladies' toilets.