

THE MERRY BELLS
WHEATLEY'S VILLAGE HALL
REGISTERED CHARITY No. 286769

89 HIGH STREET, WHEATLEY, OXFORD OX33 1XP
Tel 01865 874850 Email: info@merrybells.org.uk

INFORMATION FOR HIRERS OF THE COFFEE ROOM

Thank you for booking The Merry Bells Coffee Room
Here is some information to help you get the most out of the room.

To gain **access** to the room, you can collect a key to the front door of The Merry Bells from Wheatley Estates either on the day of your hiring or the day before.

(Wheatley Estates is at 74 High Street, OX33 1XP and is open 9am-5pm Mon-Fri and 9am-1pm Sat)

Payment if not already made, will be required on collection of the key.

There is a small kitchen area in the room, with a kettle, fridge and some mugs but please bring your own tea/coffee. Please do not use the supplies in the room as these belong to other users. To use the toilets (towards the back of the building) you may need to input the code which is C123ZX. A key for disabled toilets is hanging next to the disable toilet door.

We try to keep the room at a comfortable temperature, but if you find it too cold there is a gas heater which can be turned up and quickly provides heat. Please remember to turn it back down before you leave. (Instructions are on wall next to heater) In hot weather, some of the windows can be opened.

There is wi-fi available and if you require access to it, please let us know so we can arrange it.

A wheelchair is available (in the entrance lobby) for transporting people from the road into the building, but please note you use it at your own risk.

Please leave the room as you found it. Brooms and a dustpan and brush are located in the cupboard at the end of the entrance corridor and are available for your use. A small bin is provided in the room. **Please take any excess rubbish away with you. Do not put rubbish in the back courtyard or bins in the courtyard.**

Internal fire doors must not be propped open.

You are welcome to use the car park for the duration of your booking.

If you have any questions, please contact info@merrybells.org.uk

We are always looking to improve the facilities and so if you have any comments or suggestions, we would be pleased to hear them.

In the Event of a Fire

- 1. Raise the alarm**
- 2. Leave the building by the nearest exit**
- 3. Move to a safe area away from the building**
- 4. Call the Fire Service on 999**
- 5. Do not return to the building until authorised to do so**
- 6. Do not take any risks**

Please call one of The Merry Bells Management in the following order until you have spoken to someone:

- | | | | |
|-------------------------|---------------------|--------------------|---------------------|
| 1. Tim Blightman | 01865 873957 | 4. Fay Fox | 01865 873996 |
| 2. Ian McGregor | 01865 873551 | 5. John Guy | 01865 428362 |
| 3. Julia Slade | 01865 875931 | | |

THE SMALL PRINT

1. THE HIRER will read The Merry Bells Health and Safety Policy and The Merry Bells Fire Emergency Plan before using the premises and will follow these policies when using the premises.
2. THE HIRER will, during the period of hire, be responsible for supervision of the premises, the fabric and contents, their care, safety from damage or change of any sort and the behaviour of all persons using the room, whatever their capacity.
3. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything which may endanger the same or any insurance policy in respect thereof.
4. THE HIRER shall be responsible for obtaining licenses that may be needed for the consumption of intoxicating liquor and for the observance of the same.
5. THE HIRER shall indemnify The Merry Bells Management Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings as a result of the hiring
6. IF THE HIRER wishes to cancel the booking before the date of the event, and the Management Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Management Committee
7. AT THE END OF THE HIRING the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition and must take away any excess rubbish that will not fit in the room bin provided. Rubbish will not be left in back courtyard or put in the courtyard bins. Any contents temporarily removed from their usual positions should be properly replaced, otherwise the Management Committee shall be at liberty to make an additional charge.
8. THE HIRER must control admissions, check that passages and exits are not obstructed, and exercise general supervision of their patrons.
9. THE HIRER shall also ensure that the number of patrons present at a function shall not exceed the limit prescribed for the premises hired.
MAIN HALL – 80 seated with a maximum of 100 seated and standing combined.
COFFEE ROOM – 25
ANNEXE – 20
10. ALL HIRINGS must end by 11.00 PM **The building must be tidied and vacated by 11:00 PM**
11. THE HIRER shall be responsible for ensuring that the heating and lights are turned off, the building locked, and key(s) returned as directed, at the conclusion of the hiring.
12. THE HIRER shall pay when required the appropriate charge
13. THE SCHEDULE OF CHARGES is as follows:

MAIN HALL (inc Annexe and Kitchen)	£15.00 per hour
COFFEE ROOM	£ 7.50 per hour
ANNEXE	£ 7.50 per hour
USE OF KITCHEN FOR HEATING FOOD	£6.00 FLAT FEE

We hope you enjoy your use of The Merry Bells and we look forward to welcoming you back.

April 2024