

THE MERRY BELLS
WHEATLEY'S VILLAGE HALL
89 HIGH STREET, WHEATLEY, OXFORD OX33 1XP
Tel 07427 343 080 Email: info@merrybells.org.uk

REGISTERED CHARITY No. 286769

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 building, you will be emailed a 6-digit code with your booking confirmation. This code will be valid for the date and time of your booking plus 15 minutes before and after. Please type this into the keypad of the silver lock on the door, not the intercom in the doorframe.

Payment if not already made, will be required on collection of the key. Payment can be made by electronic bank transfer or by credit/debit card.

Safeguarding: The corridors and toilets are available to all users of the other rooms and offices. It is your responsibility to assess risks and ensure the safeguarding of your patrons and guests.

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 disabled toilet door.

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.**

Fire doors (internal and external) must not be propped open.

We would encourage you and your guests to use car park for the duration of your booking, leaving the surrounding streets clear for residents. Please note that if you are staying more than 3 hours you need to register your vehicle(s) using the terminal in the hall.

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**
- 7. Notify The Merry Bells Management on 07427 343 080**

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 (inc Annexe and Kitchen) – 80 seated with a maximum of 100 seated and standing combined.

COFFEE ROOM – 25

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, windows shut and key(s) returned as directed, at the conclusion of the hiring.
12. THE HIRER shall ensure that any electrical equipment brought into the Village Hall by the Hirer, or their contractors, has been PAT tested and displays current certification labels.
13. THE HIRER shall pay when required the appropriate charge and deposit as set out below.
14. THE SCHEDULE OF CHARGES is as follows:

MAIN HALL (inc Annexe and Kitchen)	£17.00 per hour
COFFEE ROOM	£ 9.00 per hour
USE OF KITCHEN OVEN	£6.00 FLAT FEE

(Reduced rates for non-profit Wheatley local clubs/societies – please contact us)

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

August 2026