

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 MEETING ROOM (COFFEE ROOM)

Thank you for booking The Merry Bells Meeting 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 with 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 for hire and deposit (if required) if not already made, will be required 14 days prior to the booking. Payment can be made by electronic bank transfer or by credit/debit card as per your invoice.

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. **Please note there are no tea towels.**

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 note that any rubbish you leave must be sorted into food, recycling and other waste as follows:

- Plate scraps and spoiled food should be placed into food recycling bags, the bags tied and put into the food caddy in the kitchen yard; to reducing unnecessary food waste, you should take all other food leftovers home for your or your guests' consumption.
- Any recycling that you leave must be clean and compressed in line with SODC policy here <https://www.southoxon.gov.uk/south-oxfordshire-district-council/recycling-rubbish-and-waste/what-goes-in-what-bin/the-green-recycling-wheelie-bin/> Recycling should be put into clear bin bags, tied and left in the GREEN recycling bins in the kitchen yard.
- Up to 2 tied black bags of non-recyclable, non-food waste may be left in the BLACK bins in the kitchen yard.

There is a supply of food waste and bin bags in the cupboard under the main kitchen sink. The kitchen (and kitchen yard) can be accessed through the corridor leading to the toilets to avoid going through the main hall.

Failure to comply with the above rules may result in a £50 waste disposal charge.

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.

As hirer, you must ensure that you keep the front door closed or monitor who enters if you need to leave it open. You must check the toilets in addition to the room(s) you have booked when you leave and ensure that you shut all doors and windows securely when you leave. You are expected to leave the facilities (including the toilets) in the condition in which you found them at the start of your booking.

Please keep all fire doors clear at all times to enable exit if necessary. **Fire doors must not be propped open.**

If you have any questions about your booking, please contact bookings@merrybells.org.uk

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 management committee on 07427 343 080**

THE SMALL PRINT

1. THE HIRER will read The Merry Bells Health and Safety Policy, The Merry Bells Fire Emergency Plan and The Merry Bells Safeguarding Policy 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:
 - if it is more than 7 days before the date of the booking, 50% of the booking fee will be due;
 - if it is less than 7 days until the date of booking, the entire amount will be due.If there are exceptional reasons for the cancellation and you would like this cancellation fee to be waived, please email bookings@merrybells.org.uk and the trustees will consider your request.
7. AT THE END OF THE HIRING the Hirer shall be responsible for leaving the hired room(s), toilets and corridors in a clean and tidy condition. 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. Any damage or breakages must be reported to the Management Committee within 24 hours by emailing info@merrybells.org.uk
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. Annex and Kitchen) – 80 seated with a maximum of 100 seated and standing combined.
 - MEETING ROOM – 20
10. ALL HIRINGS must end by 11:00 PM **The building must be tidied and vacated by 11:15 PM Failure to do so will result in forfeit of deposit (if paid)**
11. THE HIRER shall be responsible for ensuring that the lights are turned off in the hall, annex and kitchen (the toilet and lobby lights are automatic), the toilets checked, the building is locked, and all windows are closed at the conclusion of the hiring.
12. THE HIRER shall ensure that any electrical equipment brought into the premises 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.

MAIN HALL	£17.00 per hour
COFFEE ROOM	£ 9.00 per hour
USE OF ANNEX AND/OR KITCHEN (with main hall)	£10.00 FLAT FEE
Reduced rates for non-profit Wheatley local clubs/societies – please contact us	

N.B. For hiring the Main Hall for parties on a Friday or Saturday evening, a deposit of £200 will be required, fully refundable if all of the above conditions are met.

We are always looking to improve the facilities and so if you have any comments or suggestions we would be pleased to hear them. We hope you enjoy your use of The Merry Bells and we look forward to welcoming you back
The Merry Bells Management Committee, October 2026 info@merrybells.org.uk