

## Fringford Village Hall Frequently Asked Questions

---

Please ensure that you have read and understood every aspect of the **Terms and Conditions** and will accept them in full. Should you have any doubt as to the exact meaning then please contact the Fringford Village Hall Committee (FVHC).

**Can I set up my event/activity ahead of the time slot booked and clear up afterwards?** No, you must ensure you allow enough time to set up, run your event and clear up within the time slot you have booked.

**Can I deliver equipment or materials ahead of my event/activity?** Not normally as the Hall has very limited storage space and all rooms are constantly in use. However, please check well in advance of your booking to enquire if an exception can be made.

**What do I have to do in terms of clear up after my event?** You will receive a Hirer's Checklist which outlines what is required.

**Can I hire external caterers for my event?** Yes, but you must inform the FVHC and provide details of the equipment they will be using and adhere to strict guidelines in terms of power supply and fire precautions. They will also need to have their own insurance.

**What happens if I need to cancel my booking?** FVHC will attempt to re-let the time slot however, if this is not possible, a cancellation fee will apply.

**Can I use the car park to erect and use a marquee, gazebo or similar?** Yes, but the Hall's insurance does not cover this. You will need to arrange your own insurance and obtain agreement from the FVHC in advance of your booking.

**Can I use a 'bouncy castle' or other similar equipment in the Hall?** No, as due to height restrictions it is not possible to erect a 'bouncy castle' inside the Hall.

**Can I use a smoke machine, bubble machine, candles or internal fireworks in the Hall?** No, they are not allowed due to the fire risk and may also set off the fire alarms.

**Can I bring animals into the Hall?** Only with the express permission in writing from the FVHC. Guide/assistance dogs are always welcome. Please note animals are not allowed in the kitchen.

**Do I need a license to serve/sell alcohol?** You may provide alcohol to guests free of charge, but you need to obtain a 'T.E.N.' license to sell alcohol. Please contact the FVHC for advice on how to obtain the licence from Cherwell District Council.

**Do I need a license to play music or watch media?** You do not require a licence to play music as the Hall already has a PRS/PPL License. Any other media can only be played if the Hirer's playing device is licensed.

**Can I stick posters/photographs, etc to any of the walls?** Use of adhesive tape, Blu-Tac, sticky fixers or similar is not allowed. You will be charged for redecoration if any of the walls and surfaces are damaged.

**Can I use the step ladders in the Hall?** Yes, but you do so at your own risk and you must ensure someone holds the ladders steady.

**I see the Hall has CCTV, what areas of the Hall are monitored?** The Hall's CCTV system is designed to provide protection to Hall users and Hall property by deterring anti-social behaviour, vandalism and crime. The CCTV system monitors the entrance lobby and external areas only.

**Damage to hall or equipment.** If you notice any damage/issues on arrival or anything is damaged during your hire period, please report immediately to the FVHC on 07936 879175.