



Olney Town Council, The Olney Centre, High Street, Olney MK46 4EF
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OLNEY COMMUNITY CENTRE, WINTERBOTTOM WAY, OLNEY MK46 5GJ

TERMS AND CONDITIONS OF HIRE

The Olney Community Centre, Winterbottom Way was purpose built in 2026

GENERAL INFORMATION

1. The hire charges are set out on the attached sheet. Enquiries for availability of a specific date can be provisionally held for 14 days from the date of enquiry. After this time if no booking form or deposit is received, the reservation will be cancelled. No reservations will be considered as confirmed without a 20% deposit (non-returnable). The hirer will be invoiced, and the balance must be paid 2 weeks before use. Bank transfer is the preferred method of payment, as invoiced, cash will not be accepted. Booking rates will be revised on April 1st each year.
2. A further deposit of 25% is required if the number of people attending exceed 50. For large parties and weddings, £500 damage deposit is required. This deposit will be returned in full after the event less the cost of repairing any damage, any additional cleaning necessary and/or extra rent charge if the premises are not cleared by the time booked. **PLEASE NOTE:** - if the premises are not cleared by the time booked, the additional rent charged will be at double the normal rate based on a minimum of one hour.
3. The hirer will be responsible for the cost of making good any damage caused or of replacing any furniture or fittings lost or missing.
4. All breakages to crockery or cutlery and any losses to the same shall be paid for by the hirer at the current replacement prices
5. The hirer shall be responsible for cleaning the crockery and kitchen equipment cooker, sink etc after use and must leave the accommodation used in a clean and tidy state. Cleaning utensils are available. Failure to comply with this could result in the hirer paying additional costs for any cleaning undertaken by the Council.
6. The hirer shall be responsible for the proper conduct of persons using the accommodation. Should any person cause annoyance or inconvenience to other persons the hirer shall take all necessary steps to deal with the offender.
7. Olney Town Council will not, under any circumstances, accept responsibility or liability in respect of any damage to, or loss of, any property left upon the premises by the hirer.
8. Under the Licensing Act 2003 The Olney Community Centre is not permitted for the sale of alcohol. Hirers can apply for a "Temporary Events Licence" from Milton Keynes council licensing department. No alcohol must be consumed by any person under the age of 18yrs.
9. The Olney Community Centre allows birthday parties up to 10 years of age, and 22 years and above, it does not take bookings for 18th or 21st birthday celebrations. OTC reserves the right to refuse any application for hire without stating the reasons for doing so.
10. The Olney Community Centre must not be used for the performance of any copyright works unless the hirer holds a licence issued by the appropriate body. The hirer shall ensure that nothing is done on, or in relation to, the premises in contravention of the law relating to gaming, betting and lotteries.
11. The hirer must ensure that no blutac, tape, or other adhesives, riveting machines or drawing pins are used for posters, decoration etc. No decorations without prior written permission from OTC.

12. In order to ensure compliance with the terms of the premises licence and to prevent disturbance to residents living close, the hirer must ensure that no music is played after 11.00pm. All bookings involving music are accepted on the condition that such music is played at a reasonable volume. Hirers are required to advise performers of this.

13. The hirer shall not transfer this booking to any other person or organisation or offer for sale to the public admission tickets for a function that includes music and dancing.

14. No animals shall be allowed on the premises except for assistance dogs

15. The hirer must not leave belongings or equipment on the premises without consent of the Town Council and where this has been obtained, such items are left at the owners' risk.

CANCELLATIONS

If the hirer cancels the booking, charges will be forfeited unless the accommodation is re-let on that date, in which case the deposit will be returned to the hirer. Cancellations between 90-28 days of the event shall be liable for 10% of the total hire charge. Cancellations between 28-14 days of the event shall be liable for 50% of the total hire charge. If the booking is cancelled less than 14 days before the event, the full charge will be payable.

The council reserve the right to cancel or refuse any booking if in its opinion this proves to be necessary. If any booking is cancelled the hirer will be refunded but the council will not be liable to pay compensation to any person in respect of such cancellation.

Occasionally regular hirers may need to be cancelled or moved to an alternative venue for reason that is deemed necessary, every effort will be made to keep these disruptions to a minimum.

HEALTH AND SAFETY

In order to ensure compliance with the terms of the premises licence no electrical appliance, PA system, CD player, disco equipment shall be used by any hirer or third party brought in by the hirer, unless it is PAT tested (portable appliance tested). No alterations or additions shall be made to the premises, including electric power supplies or lighting fittings without the written consent of Olney Community Centres Management Committee.

It is the responsibility of the hirer to ensure that any of their equipment used and stored at the Olney Community Centre is regularly inspected and the appropriate certificates obtained.

The hirer must notify the Council at the time of booking of any factor which involves fire risk and undertake their own risk assessment.

Fire exits must be kept clear at all times. Please read the safety regulations displayed and ensure all those attending are aware of the fire evacuation procedure at the start of the event.

Children under the age of 5 are not permitted in the kitchen. Children under 18 are only permitted if accompanied by a responsible adult.

The Olney Community Centres Management Committee cannot accept responsibility for any injury, loss or damage suffered by the hirer or any persons attending the event if such loss or damage or injury is caused by the hirer or any persons themselves or by equipment brought into the building by the hirer or 3rd party.

It is the responsibility of the hirer to provide all first aid equipment for their event.

Smoking is strictly prohibited in the building. The hirer shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc in a tidy and responsible manner, so as not to cause a fire.

From time to time, it may be necessary to change these terms, regular users are advised to refer to them periodically via the Olney Town Council website www.olneytowncouncil.gov.uk