

Beacon Room Hire Terms and Conditions

1. Definitions

- 1.1 The Vale of White Horse District Council, Abbey House, Abbey Close, Abingdon OX14 3JE, shall be referred to as “**the Council**”.
- 1.2 The responsible adult (18 years or over) who signs the booking form shall be referred to as “**the Hirer**”.

2. The Booking

- 2.1 The Hirer must accurately disclose the purpose of the booking at the time of application. Any misrepresentation will entitle the Council to cancel the event and retain any fees paid.
- 2.2 The premises must not be used by any groups or speakers in support of extremist ideologies.
- 2.3 A non-refundable deposit of 25% of the hire charge must be paid before any booking is confirmed. The balance is due at least 28 days prior to the event unless otherwise required by the Council.
- 2.4 Hire charges will be applied at the rate in force at the time the hire period commences. Deposits will be charged at the rates applicable at the time of application.
- 2.5 Cancellation charges shall be in accordance with the current Rate Card (see Cancellation Terms). Cancellations or amendments must be made in writing.
- 2.6 The supply of food and beverage facilities is subject to:
 - (a) The Council providing licensed bar facilities subject to licensing laws.
 - (b) The Council reserving the right to refuse service or close the bar to protect its licence.
 - (c) All drinks arrangements being made on the booking form.
 - (d) Only caterers named on the Catering Form (returned at least 28 days prior to the event) being permitted kitchen access.
- 2.7 No admission or re-admission will be allowed after 10.00pm.
- 2.8 Bookings are not confirmed until acknowledged in writing by the Council.
- 2.9 All electrical appliances or equipment brought onto the premises must have a current PAT test certificate provided at least 28 days before the hire.

3. Advertising and Promotion

- 3.1 **Performance Hires** – For events held in the Ridgeway, tickets will be sold exclusively through The Beacon’s ticketing system. The Hirer must invoice The Beacon for ticket income post-event, accounting for commission, PRS, and card charges (as set out in the Performance Hire Contract).
- 3.1A **Performance Hire Contract** – For all performance hires, a Performance Hire Contract will be issued to the Hirer. This contract will set out the agreed ticket prices, any deductions (including commission, PRS, and transaction charges), and the process for settlement following the event. The Hirer must sign and return the Performance Hire Contract before tickets can be placed on sale.
- 3.2 No advertising may take place until written confirmation of the booking has been received.
- 3.3 The Hirer may not, without prior written consent of the Council:
 - (a) Grant broadcast, photography, or filming rights.
 - (b) Place decorations, flags, or emblems in the facility.
 - (c) Place posters or placards inside or outside the premises (except on approved noticeboards).
 - (d) Distribute leaflets or handbills inside the facility.
- 3.4 The Hirer may not use the Council’s logo or images without written permission and must adhere to The Beacon Brand Style Guide.

4. Mayor’s Free Gift

- 4.1 **Performances** – The Mayor’s Free Gift may only be redeemed against the hours used, and technicians and other rooms used will be charged at the applicable rate. Where tickets are sold, they must be processed through The Beacon’s ticketing system and are subject to a 15% commission (as per clause 3.1). Use of the Free Gift must be declared at the time of booking; otherwise, it will not be recognised.
- 4.2 **Room Hire Only** – Recipients must declare the Free Gift at the time of booking; otherwise, it will not be recognised. Set-up and clear-down must be included within the 4 free hours. Any additional time will be charged at the standard hire rate.

5. Hirer Responsibilities

The Hirer shall:

- 5.1 Ensure all guests vacate the premises at the agreed time.
- 5.2 Include set-up and clear-down in the hire period. Early arrival or late departure will incur additional charges.
- 5.3 Provide appropriate stewards/door supervisors if required by the Venue Manager.
- 5.4 Be responsible for good order and conduct of all guests.
- 5.5 Not use copyrighted works without consent of the copyright owner.
- 5.6 Indemnify the Council against all claims relating to copyright infringement.
- 5.7 Pay any PRS or PPL fees due.
- 5.8 Ensure attendance does not exceed the Premises Licence limit.
- 5.9 Comply with safeguarding legislation (Children and Young Persons Act 1933, Children’s Act 1989, etc.).
- 5.10 Comply with Health & Safety law and The Beacon’s operating policies.
- 5.11 Report any accidents to the Duty Officer immediately.
- 5.12 Indemnify the Council against loss, damage, or liability up to £2 million. Proof of insurance may be requested.
- 5.13 Pay for any damage caused to property or equipment within 14 days of invoice.
- 5.14 Ensure children are supervised at all times. Parents/guardians are responsible for children attending events.
- 5.15 Not use confetti indoors, sparklers or pyrotechnics of any kind
- 5.16 Obtain all required licences (e.g. boxing, wrestling, entertainment) and provide copies 14 days in advance.
- 5.17 Comply with gambling legislation if gaming activities are included.
- 5.18 Comply with Sunday Entertainments Act 1932 (if applicable).
- 5.19 Declare third-party events at the time of booking. The Hirer remains responsible for compliance.
- 5.20 Accept liability for food-related illness if catering is provided by the Hirer, indemnifying the Council accordingly.

6. Safeguarding and PREVENT

- 6.1 The Hirer must ensure staff and volunteers safeguard children, young people, and vulnerable adults, including preventing radicalisation (PREVENT duty).
- 6.2 Radical/extremist views must not be expressed on site.
- 6.3 The Hirer must ensure safe recruitment, including DBS checks where required.
- 6.4 Safeguarding or PREVENT concerns must be referred immediately to the relevant authority (see local referral websites).
- 6.5 The Hirer must also inform The Beacon Duty Officer if such a referral is made while on the premises.

7. The Council’s Rights and Liability

The Council:

- 7.1 Reserves the right to cancel a booking if deemed necessary by the Venue Manager.
- 7.2 May refuse or terminate bookings if the facility is unfit for use.
- 7.3 Retains right of entry for authorised officers and staff at all times.
- 7.4 May cancel or terminate bookings if the Hirer misuses the facility, breaches conditions, or causes damage.

- 7.5 May prohibit any equipment, event, or performance considered dangerous or objectionable.
- 7.6 Accepts no liability for damage, theft, loss, or injury sustained by attendees.
- 7.7 Accepts no liability to the Hirer for losses before, during, or after the hire.
- 7.8 May reallocate the Hirer to an alternative room of equal or higher hire rate.
- 7.9 Appoints Venue Manager, Duty Officers, and Administration Staff to enforce these conditions.

8. Privacy

For The Beacon's privacy policy, please see: www.beaconvantage.co.uk

9. Cancellation Terms

- **10 days' notice or less:** 100% of hire costs due
- **11–21 days' notice:** 60% of hire costs due
- **22–31 days' notice:** 30% of hire costs due
- **Deposits are non-refundable**

All cancellations must be made in writing and are calculated from the date notice is received by The Beacon.