



# EYNSHAM PARISH COUNCIL

CLERK: KATHERINE DOUGHTY,  
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## Booking Form - Bartholomew Room, The Square, Eynsham

Name of hirer:			
Address:		Postcode:	
Telephone/Mobile:			
Email address:			

*Please tick ✓*

Facilities requested for hire:	Upper Room (Refreshment facilities located upstairs are for Parish Council use only. Other equipment is available in the kitchen for general use).	<input type="checkbox"/>
	Lower Room	<input type="checkbox"/>

Type of function:			
Number of people:	(Approx)		
Date(s) required:			
Time from:		To:	
Hire fee agreed	£	Please note a separate damage deposit cheque of £100 is required with your hire fee (see note below).	
Any other details or requests:			

**Full payment and a damage deposit is required at least 2 weeks before the hire date. The deposit cheque will be destroyed (or if requested, returned at an agreed time) if the Bartholomew Room is left in the condition in which it was found, as per the conditions below. Any cost involved in returning the Bartholomew Room or its contents to the previous condition will be kept from the deposit.**

I confirm that:-

- I am over 18 and I have read these terms and conditions and agree to abide to them while hiring the facilities.
- I will leave the premises as found: - return any items used/hired to the appropriate storage space, remove any rubbish accumulated during the event and leave the facility clean and tidy.
- I agree to ensure that children under 12 are accompanied by an adult if they enter the kitchen area.

I understand that:-

- Alcohol may not be sold on the premises without a suitable licence being obtained.
- I will indemnify Eynsham Parish Council in full in respect of any loss or damage to the Bartholomew Room property or equipment which is not covered under the terms of the current insurance policy.
- The prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder shall apply.
- No animals of any kind are allowed on the premises without the permission of the Clerk acting on behalf of the Parish Council (except Guide or Hearing Dogs).

**Please complete and return form to the Parish Clerk – details as above.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

**The key is held by Mrs Leslie Gerrans – 01865 880107 – of 19 Acre End Street – left front door. Please contact Leslie in advance to arrange collection. Please note the key is to be collected no earlier than 15 mins before the hire time and no later than 15 mins after the hire time.**