



EYNESHAM PARISH COUNCIL

CLERK: KATHERINE DOUGHTY,
91 BRIZE NORTON ROAD, MINSTER LOVELL, WITNEY, OXON. OX29 0SG

Telephone: 07956 901622 Email: epc.clerk@eynsham-pc.gov.uk Web: www.eynsham-pc.gov.uk

Booking Form - Bartholomew Room and The Square, Eynsham

Name of hirer:			
Address:		Postcode:	
Telephone/Mobile:			
Email address:			
<i>Please tick ✓</i>			
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).		
	Lower Room		
	The Square		
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 Bartholomew Room hire fee for the (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 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 in the Bartholomew Room without the permission of the Clerk acting on behalf of the Parish Council (except Guide or Hearing Dogs).

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.

Hire of The Square:-

Users of The Square will be personally responsible and must:-

- Respect the space booked or used by any other Square user (or election candidate).
- Not place any signs/banners/materials on the Bartholomew Room building, street furniture or railings in The Square.
- Comply with all legislation regarding elections, equality and discrimination against nationality, race, religion and gender.
- Not create a nuisance, breach of the peace or obstruction to any traffic, local businesses or residents.
- Be responsible for and make good any damage caused.

How to collect the Bartholomew Room key:-

The key is held by Andy Swarbrick, 6 Thames Street (see map below – up the wooden stairs).
Telephone - 07789 995111. Email - andyswarbs@gmail.com

Please contact Andy in advance of your booking (ideally the day before) to arrange collection of the key.
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.



I have read and understood the General Privacy Notice which can be found at http://eynsham-pc.gov.uk/variable/organisation/37/attachments/general_privacy_notice.pdf

Please tick here to confirm you have read and understood the General Privacy Notice

Signed

Date

Please complete and return form to the Parish Clerk – Eynsham Parish Council, 91 Brize Norton Road, Minster Lovell, Witney, OXFORD OX29 0SG or by email epc.clerk@eynsham-pc.gov.uk