



# EYNESHAM PARISH COUNCIL

RESPONSIBLE FINANCIAL OFFICER: RACHEL JOHNSON  
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## Booking Form - Bartholomew Room and 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).	
	Lower Room	
	The Square	
Type of function:		
Number of people:	(Approx)	
Date(s) required:		
Time from:		To: <input type="checkbox"/>
Hire fee agreed	£ <input type="text"/>	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. Eynsham Parish Council accepts payment by BACS only. The deposit will be refunded shortly after the event 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.

## **EXTRA HIRER REQUIREMENTS DUE TO COVID 19 FOR HIRING OF THE BARTHOLOMEW ROOM**

1. Hirer to ensure all areas likely to be used, to be cleaned prior to and after use, toilets/ kitchen/function room. All touch points are to be cleaned by hirers – door handles, light switches, window catches, tables, chair backs and arms. Cleaning fluid and disposable cloths and gloves will be made available for use. Hirers are advised to wash outer clothes after cleaning duties or use own protective overalls.
2. Hirer to ventilate room when in use.
3. Numbers to be controlled when using the kitchen, to ensure social distancing, especially for those aged over 70 years.
4. Hirers to wash, dry and stow away crockery and cutlery after use.
5. Hirers to bring own tea towels and ideally to bring own food and drink. Hand sanitiser, soap and paper towels will be provided.
6. Hirers to control numbers accessing the toilets at one time, with attention to the more vulnerable user.
7. Informal or formal adult social groups, clubs and activities can gather in groups no greater than 6 (per room) in adherence to social distancing rules.
8. All attendees/hirers must wear a face covering inside the building at all times unless [exempt](#).
9. Hirers should complete and submit a Risk Assessment to the council for their activities in the building. Guidance can be found here : <https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>
10. All attendees/hirers must scan the NHS QR Code and complete their details when entering the building.

Government guidance can be found at <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

### **Hire of The Square:-**

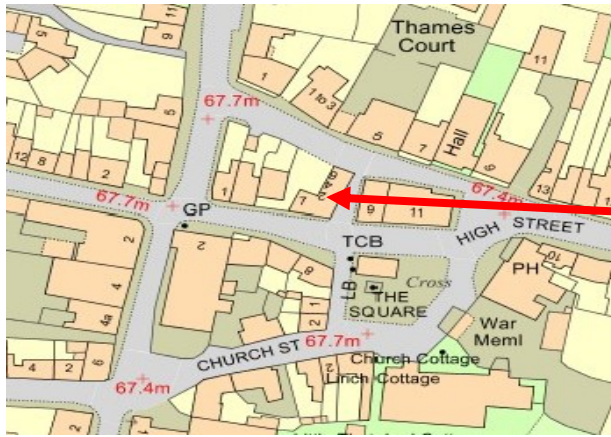
Users of The Square will be personally responsible and must:-

- 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](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 Eynsham Parish Council, 20 The Spinneys, Enstone, Oxon. OX7 4LD. Details overleaf.