



EYNESHAM PARISH COUNCIL

RESPONSIBLE FINANCIAL OFFICER: RACHEL JOHNSON

20 THE SPINNEYS, ENSTONE, OXON. OX7 4LD

Email epc.rfo@eynsham-pc.gov.uk Web eynsham-pc.gov.uk

Booking Form - Pavilion, Oxford Road, Eynsham

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

Please tick here ✓

Facilities requested for hire:	Social area – Kitchen & Hall – £11 per hour	
	Changing Rooms & showers – By agreement	

Please tick if this is a regular booking (ie weekly/monthly) and you require a quarterly invoice for payment.	
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Type of function:			
Number of people:			(Approx) Max 100 for Fire Regulations
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:			

Please complete and return this form to:-

Eynsham Parish Council, 20 The Spinneys, Enstone, Oxon. OX7 4LD. Details above.

Please tick here to confirm you have read and understood the General Privacy Notice and agree to the Terms and Conditions overleaf.

Signed

Date

Hire Terms & Conditions - Pavilion, Oxford Road, Eynsham

Form and fees:-

1. Full payment of the hire fee and security deposit is required at least 2 weeks before the hire date. Payments are accepted by BACS only. The security deposit payment will be refunded to the account from where the payment was sent from. However, if a call-out fee is incurred (see item 8) OR if the Pavilion is left in an unacceptable condition, any cost involved in returning the Pavilion or its contents to the previous condition will be deducted from the security deposit.
2. Your booking is considered 'confirmed' when the Clerk has received this signed booking form, all fees and you have received a confirmation email.

I confirm that:-

3. I am over 18 and I have read these terms and conditions and agree to abide to them while hiring the facilities.
4. 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.
5. I agree to ensure that children under 12 are accompanied by an adult if they enter the kitchen area.
6. 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

Alarm system:-

7. The alarm must be un-set immediately when entering any part of the building. This is done by holding the grey fob (on the key ring) against the alarm panel or entering the PIN. If the alarm is not un-set immediately and a keyholder is called to the Pavilion, a **call-out fee of £25** will be deducted from your security deposit (or if you are a regular hirer, it will be added to your next invoice).
8. The alarm must be set when vacating the building. Please see the instructions by the alarm panel.
9. If you are unable to set the alarm when leaving, please contact the Clerk.

I understand that:-

10. Alcohol may not be sold on the premises without a suitable licence being obtained.
11. I will indemnify Eynsham Parish Council in full in respect of any loss or damage to the property or equipment which is not covered under the terms of the current insurance policy.
12. The prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder shall apply. Vaping is also not permitted.
13. 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).
14. The Pavilion must be vacated by 10.30pm and the car park barrier will be closed at 11.00pm.
15. 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.

Hire Terms & Conditions - Pavilion, Oxford Road, Eynsham

EXTRA HIRER REQUIREMENTS DUE TO COVID 19 FOR HIRING OF THE PAVILION

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. 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.
7. Hirers to control numbers accessing the toilets at one time, with attention to the more vulnerable user.
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>

How to collect the key:-

The key is held by Andy Swarbrick, 6 Thames Street (see map overleaf – up the wooden stairs). Telephone - 07789 995111. Email - andyswarbs@gmail.com. Please contact Andy in advance of your booking (ideally no later than the day before) to arrange collection of the key.

Key collection details - Pavilion, Oxford Road, Eynsham

