

Olveston Parish Hall Booking Application Form

Please check calendar on www.olvestonparishhall.co.uk for availability,

then email the completed form to:- bookings@olvestonparishhall.co.uk

or post to the Bookings Secretary:

Richard Newley, Hawleaze House, Haw Lane, Olveston, BS35 4EG

Your name/Society name	
Address	
Telephone Number	
E-mail address	
Function Details	
*If Alcohol is to be supplied at event I have provided copy of TENS	
Date Time (please incl. set up/clearing time)	/ / From : Until :

<u>Facilities Required:</u>	Whole Building	(£16 per hour)	<input type="checkbox"/>
	Main Hall/Meeting Room	(£11 per hour)	<input type="checkbox"/>
	Jubilee Room / Kitchen	(£8 per hour)	<input type="checkbox"/>
	Meeting Room	(£6 per hour)	<input type="checkbox"/>
	Whole Building for child's party	(£35 total)	<input type="checkbox"/>
Please tick if alcohol is to be sold or given away at the event *			<input type="checkbox"/>

*I have applied for a Temporary Events Notice from South Glos Council and I have provided a copy to the Booking Secretary (see section 14 of terms and conditions)

I have made a bank transfer with Date as reference £15 (£35 for Child's party)

Olveston Parish Hall Management Committee
 NAT WEST
 55-61-38
 03211649

Please include the date of your event in the payment reference

I enclose a deposit cheque of £15 (£35 for Child's party) payable to
 Olveston Parish Hall Management Committee

Signed: Date:

Olveston Parish Hall Terms and Conditions.

1. Charges:

Whole Building	£16.00 per hour
Main Hall	£11.00 per hour
Jubilee Room / Kitchen	£8.00 per hour
Meeting Room	£6.00 per hour
Children's parties (to age 12) Max 3 Hours	£35.00 & thereafter at hourly rate
Tables and Plastic Chairs for off premises use	£5.00 1 table + 4 chairs

- For any event an on-line booking application must be made or, as an alternative, a signed Booking Application form must be sent to the Booking Secretary. Receipt of the application must be acknowledged by the Booking Secretary. The requested deposit must be paid.
- The Management Committee reserves the right to refuse any booking.
- To access the Hall the hirer will be provided with the code to the key-safe at the entrance. Keys shall be replaced after use. In the event of any problems with the keys, contact the Booking Secretary (telephone 07780 515317).
- All events involving any entertainment, alcohol, music and/or dancing must comply with the Local Authority Premises Entertainment Licence No. SGC/ 098224. Numbers must not exceed 150 persons at any one time.
- The Hirer must conduct their own health and safety and risk assessment in accordance with the Management of Health and Safety at Work Regulations 1999. All conditions attaching to the Hall's Premises Licence and Hiring Agreement must be strictly observed. Nothing shall be done that will endanger the safety of people in the Hall or render invalid the policies of insurance relating to the Hall or contents and in particular:-
 - Obstructions must not be placed in gangways or exits.
 - Fire appliances and fire safety equipment be kept in their proper places and used for no other purpose.
- Cars must not be parked so as to cause an obstruction at the entrance to or exits from the Hall. The Management Committee accepts no responsibility for the safety of vehicles or their contents whilst parked in the car park. Extra parking can be made available upon request. Please keep noise to a minimum upon arrival and departure.
- The Hirer will indemnify the Management Committee against the loss of any tables or other equipment and the cost of repair of any damage sustained to the Hall or its contents. This applies during the period of hire and during any preparation and cleaning up time. Items taken into the Hall are at the owners' risk.
- The Hall must be left as found in a clean condition after use, all lights switched off, except the Emergency Exit Lights and doors locked. You should not need to adjust thermostat or radiators, if this is necessary please return settings to where you found them and let the booking secretary know
- Smoking is not permitted in **ANY** part of the premises including the garden area.
- Organisers of events at which copyright music is performed in public shall be responsible for obtaining a licence from the Performing Rights Society.
- The organisers of an event where a licence fee is payable for the public performance of recorded music (e.g. records, tapes, cassettes, CDs etc) shall be responsible for obtaining the necessary licence from Phonographic Performance Ltd.
- Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries and the person or organisation to whom the Hall is let shall be responsible for seeing that requirements of the relevant legislation are strictly observed.
- It is the responsibility of the Hirer to obtain a Temporary Event Notice (TENs) if alcohol is to be supplied or sold. An application should be made to licensing services, South Glos council at:
<https://www.gov.uk/apply-for-a-licence/temporary-event-notice/south-gloucestershire/apply-1>