

# Owslebury Parish Hall Management Committee

Registered Charity No. 301913

**Booking Secretary:** Mrs F Nash  
Merle Croft  
Main Road  
Owslebury  
Winchester  
Hants SO21 1LP  
Tel. 01962-777354

**Chairman:** Mr T Russell  
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Main Road  
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Tel. 01962-777343

**Treasurer:** Mr J G Chapman  
Oak Tree Cottage  
Hurst Lane  
Owslebury  
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Tel. 01962-777898

## Booking Terms and Conditions for Occasional Public Use

### **On making a booking the hirer agrees to abide strictly to the following conditions:**

- A deposit of £20 pounds must be paid in advance. Full payment of the balance must be completed by two weeks after receipt of an invoice.
- A responsible person (guarantor) aged over 21 (in addition to the person booking the hall) must be present while members of the public are present. If there is to be Music, Singing and/or Dancing or similar entertainment's they must stop at midnight, and for numbers up to 25 there must be 2 attendants to assist the above person, for numbers over 25 there must be at least 4 attendants. (No dancing or similar public entertainments on Sundays).
- If the hirer prefers not to clean the hall after the event then this can done at an extra charge to be agreed in advance
- The responsible person and attendants (clearly named on the form below) will be responsible for:
  - 1) Keeping good order and decent behaviour - no entertainment is allowed which is a nuisance or indecent or an annoyance or inconvenience to the occupiers of any other property.
  - 2) Ensuring they are familiar with escape routes and the immediate complete evacuation of the building in case of any emergency.
  - 3) Intoxication avoidance. No person shall be allowed to remain while in a state of intoxication.
  - 4) Ensuring free access to the exits at all times.
  - 5) Leaving the Hall in a clean and tidy state. **All rubbish must be removed** by the hirer, including bottles and drink cans, or a £10 charge will be imposed. A minimum cleaning charge of £20 will also be made if this is necessary.
  - 6) The full payment for the booking if it is NOT made in the time stated above.
- Any damage to the hall and/or fittings must be notified immediately to the Chairman or Bookings Secretary. The Hirer will be held responsible for the costs of any repairs to damage caused during their use. Please use the picture rails to hang decorations etc. **DO NOT use sticky tape or Blue Tack** on the walls.
- As the Hall is not licensed for the sale of alcohol, alcohol may only be sold if a Temporary Event Notice is sent to the local licensing authority, and the Booking Secretary informed. The Booking Secretary can provide further information on this.
- Alcohol must not be served after 11pm, and may not be given to persons under 18 years old.
- Applications for a variation to any of the above must be made to the Parish Hall Committee in writing at least one month before the function.
- Maximum numbers permitted in the individual rooms are noted with the rates. The maximum for the premises is 175, but the Booking Secretary must be informed well in advance if the numbers will be greater than 100.

**Payment:**      **Deposit:** To the Booking Secretary at time of booking. **Rates:** See accompanying document.  
Please make all cheques payable to **OPHMC**  
**Balance:** On receipt of an Invoice send a cheque to the Treasurer or pay using BACS