



Terms and Conditions

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 £25 pounds must be paid in advance. Full payment of the balance must be completed within 14 days of invoice. Subsequent admission to the Hall will be refused if these payment conditions are not met.
- 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).
- The hirer must read the "Hirers' Public Liability" documents and, if the insurance cover does not meet their requirements, ensure that they have their own insurance cover for their usage of the hall. Copies are available on the website, on the noticeboard in the hall or by emailing the Treasurer on oph treasurer@gmail.com.
- If the hirer prefers not to clean the hall after the event then this can be done at an extra charge to be agreed in advance.
- The Hirer, Guarantor and attendants (clearly named on the booking form) will be responsible for:
 - 1) Keeping good order and decent behaviour - no entertainment is allowed which is a nuisance, indecent or an annoyance or inconvenience to the occupiers of any other property.
 - 2) Ensuring that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.
 - 3) **Ensuring they are familiar with Fire Instructions and Escape Routes** and be able to immediately complete an evacuation of the building in case of any emergency, as well as keeping the Emergency Exits clear and usable at all times. The check list of safety rules must be read when first entering the building.
 - 4) **Ensuring that their guests park sensibly**. If not using the hall car park, guests must obey the Highway Code which includes not parking within 10 metres of a junction at all times (thus enabling lorries and emergency vehicles to have access to Pitcot Lane, the lane opposite the hall).
 - 5) Possessing a mobile phone to be able to summon help in case of an emergency.
 - 6) Intoxication avoidance. No person shall be allowed to remain while in a state of intoxication.
 - 7) Ensuring free access to the exits at all times.
 - 8) Ensuring that the school grounds are not used as they are separate and private.



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9) Leaving the Hall and its environment (including the grass and car parking areas) 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.

10) The full payment for the booking.

- Any damage to the hall and/or fittings must be notified immediately to the Caretaker, Chairman or Bookings Secretary; contact telephone numbers are located on the notice board in the entrance.

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.

- Alcohol may only be sold by agreement with the Designated Supervisor. Please complete the Alcletter (2) on the website and submit to the Booking Secretary at least a month in advance of the event. An extra fee is payable to cover our licence. The Booking Secretary will provide further information on this.
- Alcohol must not be served after 11pm and may not be given to persons under 18 years old or those already in a state of intoxication.
- 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.
- The maximum for the premises is 170, but the Booking Secretary must be informed well in advance if the numbers will be greater than 100.
- Hirers should be aware that in the event of a significant Electrical Power outage or severe inclement weather then the Hall may become unavailable for use.
- Your attention is drawn to our Privacy Notice available on the website or on request.
- Internet access – a separate agreement and instructions is found on the website covering this topic.

11) **Covid-19 special conditions of hire.** The Hirer is responsible for ensuring the conditions in the supplementary conditions appendix are adhered to. Written confirmation is required before a booking can be confirmed. In addition the Hirer's attention is brought to the poster to "Help Keep Owslebury Hall Covid-19 Secure"

Payment – Deposit and Balance to be paid by **Internet bank transfer** to:

Sort Code: 40-46-39

Account No: 90632368,

please confirm by e-mail to oph treasurer@gmail.com providing details of the settlement. Cash and cheque payments will not be accepted unless prior written agreement has been obtained from the Treasurer.