

# Olveston Parish Hall Booking Application Form

**Completed form to:-** Katie McNeill, Field Cottage, Musthay Field, Tockington  
**BS32 4NP** or [bookings@olvestonparishhall.co.uk](mailto:bookings@olvestonparishhall.co.uk) Tel.07780515317

Please check calendar on [www.olvestonparishhall.co.uk](http://www.olvestonparishhall.co.uk) for availability

Name/Society	
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)	/ /20 From :                      Until :

<b><u>Facilities Required:</u></b>	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 childs 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 enclose a deposit cheque** of £15 (£35 for Child's party) payable to  
 Olveston Parish Hall Management Committee, C/O Katie McNeill, Field Cottage,  
 Musthay Fields, Tockington BS32 4NP

**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

Signed: ..... Date: .....

For Olveston Parish Hall Use Only:
Booking Received
Entered on Booking System
Deposit or Full Payment/ Cheque or Bank Transfer

# Oveston Parish Hall Terms and Conditions.

## 1. Charges:

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

- The Management Committee reserve the right to refuse any booking.
- The Hall will be opened at the time booked. If an arrangement to supply keys is made these must be returned to the Booking Secretary, Katie McNeill, Field Cottage, Musthay Fields, Tockington, BS32 4NP.
- A signed Booking Application form must be completed for any event and acknowledged by the Booking Secretary.
- 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. If guests bring their own alcohol exclusively for their own consumption a TENS is not required, if alcohol is given away at a party then a TENS is required. Application should be made to licensing services, South Glos council 01454 864133.