

## The Owslebury Parish Hall – Booking Form

Charity Number 301913

Please complete and send to the Booking Secretary – Fiona Nash, Merle Croft, Main Road, Owslebury, Hampshire, SO21 1LP. 01962 777354. Or email to [ophbookings@gmail.com](mailto:ophbookings@gmail.com)

**(Complete ALL of Section A and B and either section C or D depending upon your requirements)**

<b>Section A – contact details – please complete ALL boxes</b>					
<b>Hirer</b>		<b>Responsible Person (Guarantor) over 21</b> (if different from hirer)			
Name:		Name:			
Address:		Address:			
Telephone:		Telephone:			
Email (to which invoices are sent):					
Reason for hire:					
<b>Section B – length of hire</b>					
<b>Booking required</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>		
From:					
To:					
Total length of booking:					
<b>Section C – hall required</b>					
Please note: Not all the equipment stored belongs to the hall. The Hand-bells foam mats and table tennis tables <b>MUST NOT</b> be used and the Toddlers play equipment may only be used with permission.					
<b>Hiring all or part of the hall can include access to the kitchen and the use of any hall equipment.</b> (Please tick the boxes to show your requirements)					
All Facilities (kitchen always included)		Kitchen			
Committee Room (please tick opposite if the kitchen is needed so we avoid clashes with main hall users)		Toilets only (incl. baby changing facilities)			
Small Room (kitchen not included)		Car park only			
Will alcohol be available?					
Will alcohol be sold? (If yes the responsible person named above has to complete and submit the form on the web called AlcLetter)					
<b>Section D– equipment required only</b>					
Please note: Not all the equipment stored belongs to the hall. The Hand-bells foam mats and table tennis tables <b>MUST NOT</b> be used and the Toddlers play equipment may only be used with permission.					
<b>Please indicate quantity required</b> (total available given below)					
Tea Urn (large)	1		Teapots	15	
Tea Urn (small)	1		Teaspoons	98	
Cups	86		Knives	123	
Saucers	145		Forks	153	
Bowls	105		Sugar bowl	1	
Tea plates	128		Dessert Spoons	112	
Dinner plates	97		Trays	8	
Jugs	6		Tables	18	
Chairs (blue)	45		Chairs (green)	59	

All breakages (not wear and tear) will be charged at the replacement price. Contact the Treasurer for details.

I confirm that I have read and accept the booking conditions detailed in the form "Booking Terms and Conditions" for my use of the facilities or equipment of Owslebury Parish Hall and enclose my deposit of £25.

Signed	
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