

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

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

Section A – contact details – please complete ALL boxes					
Hirer			Responsible Person (Guarantor) over 21 (if different from hirer)		
Name:			Name:		
Address:			Address:		
Telephone:			Telephone:		
Email (to which invoices are sent):					
Reason for hire:					
Section B – length of hire					
Booking required	Day	Date	Time		
From:					
To:					
Total length of booking:		Days	Hours		
Section C – hall required					
Please note: Not all the equipment stored belongs to the hall. The Hand-bells foam mats and table tennis tables MUST NOT be used and the Toddlers play equipment may only be used with permission.					
Hiring all or part of the hall can include access to the kitchen and the use of any hall equipment. (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		
Small Room (kitchen not included)			Car park only		
Will alcohol be available?					
Will alcohol be sold? (If yes you will need to obtain a Temporary Event Notice for your event from Winchester City Council) https://www.winchester.gov.uk/licensing/alcohol-entertainment-late-night-refreshment/temporary-event-notice-ten					
Section D– equipment required. Only complete if you wish to take equipment off-site.					
Please note: Not all the equipment stored belongs to the hall. The Hand-bells foam mats and table tennis tables MUST NOT be used and the Toddlers play equipment may only be used with permission.					
Please indicate quantity required (total available given below)					
Tea Urn (large)	1		Teapots	10	
Tea Urn (small)	1		Teaspoons	72	
Cups	81		Knives	118	
Saucers	109		Forks	155	
Bowls	126		Sugar bowl	1	
Tea plates	132		Dessert Spoons	101	
Dinner plates	108		Trays	8	
Jugs	7		Tables	17	
Chairs	130		Measuring Jugs	13	

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 “Terms and Conditions” for my use of the facilities or equipment of Owslebury Parish Hall and enclose my deposit of £25.

Signed	Dated
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