

# **The Oliver Roper Parish Meeting Room Booking Form**

Please complete and return to: The Oliver Roper Parish Meeting Room, Lincoln Lane, Thorpe on the Hill.  
Lincoln. LN6 9BH. Or email as an attachment to: orpmrbookings@gmail.com

## **Application Details**

Name and/or Organisation:

Event:

Address for correspondence:

Email:

Telephone:

Date of Hire(s) (including year):

## **Any additional information**

## **Name and Address for Accounts (if different from above)**

Name :

Address :

## **Booking Fee**

**Fee for booking:**

**Regular groups will be invoiced at the end of the month.**

**All other bookings are to be paid in full at the time of booking.**

**Please tick to indicate you have read and agree with:**

Risk Assessment ☐

Conditions of Hire ☐

Booking fee information ☐

Information for Hirers ☐

Signed: .....

Date: .....

**Office use only:**

Date form received: .....

Date entered in diary: .....

Date acknowledged: .....

Booking fee:

Amount: £.....

Card ☐

Date of payment: .....

BACS: ☐

Date of transfer: .....

Notes:

## CONDITIONS OF HIRE

Hiring of the hall between the hours of 11.30pm and 8.00am is not permitted because the hall is situated in a residential area.

Use of the premises is restricted to the use, times and date specified on the booking form. The hire period must include time taken for setting up and clearing down. For local groups only, 15 minutes before and after the hire period will be free of charge.

Payment in advance by BACS bank transfer (sort code 60-83-01, account no. 20354286).

Regular groups can pay per month following prior agreement with the Parish Clerk.

New village groups wanting to use the hall have the full support of the Parish Council and can request, via the Parish Clerk, that the hire charges be waived during the first 6 weeks to enable the group to become established. All new groups will be offered a discount of their first 6 sessions for the price of 5.

Supervision of the premises, the fabric and contents, their care, safety from damage if the responsibility of the hirer, including proper supervision of car parking arrangements so as to avoid obstruction of the highway, environs and disturbance to neighbours.

All plug-in electrical appliances should be PAT tested and are used at the hirers' own risk; the Parish Council cannot accept any liability for the electrical safety of items it does not own.

Children must always be supervised whilst on the premises, especially in the kitchen, due to the presence of the water boiler and sharp knives.

The wearing of footwear likely to cause damage to floors is not permitted.

Smoking is not permitted in any part of the building at any time.

Representatives of the Parish Council shall have right of entry at any time during the hire.

The Parish Council reserve the right to cancel or refuse any letting.

Breakages, losses or damage to any property whatsoever will be paid for by the hirer. Hirers may wish to provide their own insurance against their liability towards the public and their own employees in this respect.

The Parish Council shall not be responsible for any loss or damage to any property whatsoever or death or injury to any person whatsoever.

The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way.

The premises does not have a Premises Licence under the Licensing Act 2003. If you are providing any of the following you may need to apply for a temporary licence with the consent of Thorpe on the Hill Parish Council

1. Retail sale of alcohol
2. Performance of a play between the hours of 11pm – 8am
3. Exhibition of a film
4. Indoor sporting events if the audience is over 1000 people between the hours of 8am-11pm
5. Boxing or wrestling entertainment
6. Performances of live music between the hours of 11pm – 8am
7. Playing of recorded music
8. Performances of Dance

As at 08/03/2023 agreed by The Parish Council

9. Supplying hot food or hot drink between 11pm and 5am

Cancellation charges will apply if the booking is cancelled and a replacement booking is not found. The charges will be: 14 days prior 100%.

**Condition at the end of the hiring.**

The Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Parish Council shall be at liberty to make an additional charge. The following cleaning schedule must be observed:

Ensure floors in main hall are swept and dry (we are not expecting them to be spotless, but no mud/water/debris etc.)

Ensure all tables used are clean and have been wiped down (no pen marks etc.)

If any posters have been displayed on the walls, all traces of blue tack or tape must be completely removed without damage. If the wall is damaged, a charge may have to be made for any necessary repair or redecoration.

Ensure no pen/paint marks on radiators, wipe if necessary

Ensure kitchen floor is swept and clean (again, not spotless, but no food/water etc.)

Ensure kitchen worktops are clean and wiped down

Ensure toilet floors are clean (no muddy footprints), mop if necessary

Ensure toilets are flushed/clean, and toilet sinks cleaned (no mud/paint left on sinks/taps)

Special preparations, such as those required for the purpose of dancing, must not be applied to the floors without specific approval.

Complaints or comments should be referred to the Parish Clerk in the first instance. Any appeals regarding charges or other matters can be made to the Parish Council who will make a final decision.

Risk assessments for the use of the hall are on the Parish Council website at <https://thorpe-hill.parish.lincolnshire.gov.uk/downloads/file/106/oliver-roper-parish-meeting-room-risk-assessment> and must be adhered to at all times.

A copy of the risk assessment can be obtained from the Parish Clerk on request.