



Eynsham Museum and Heritage Centre

Registered Charity No. 1197006



Lettings email: lettings@eynshammuseum.org.uk

**Booking Form for the use of the ground floor of the Bartholomew Room,
The Square, Eynsham**

Name of hirer:		
Address and Postcode:		
Telephone/Mobile:	Email:	
Type of function:		
Number of people (approx..)		
Date/s required:	Time from:	Time to:
Agreed Hire Fee:		

Please note that a separate damage deposit cheque of £100 is required. Both it and your hire fee are required at least 2 weeks before the hire date. The damage deposit will not be cashed if the premises is left in the condition in which it was found. Cheques should be made payable to Eynsham Museum and Heritage Centre. Alternatively, hire fees can be paid direct to Nat West Bank: Sort Code 51-70-15 Account No. 85709344, Eynsham Museum and Heritage Centre. Please reference with your name or the name of the organisation you represent.

Terms and Conditions of hire:

- Alcohol may not be sold on the premises without a suitable licence. The hirer must ensure that no drunkenness or rowdy, unseemly or disreputable behaviour takes place on the premises.
- The hirer must ensure that nothing is done in the premises which is illegal or which may be a nuisance, annoyance, inconvenience or disturbance to the owner or occupier of any neighbouring property. N.B. The Bartholomew Room is not an appropriate venue for parties.
- The hirer will indemnify Eynsham Museum and Heritage Centre (EMHC) in full in respect of any loss or damage to the Bartholomew Room property or equipment which is not covered under the terms of the current insurance policy.
- The prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder shall apply.
- No animals of any kind are allowed in the Bartholomew Room except Assistance Dogs.
- The premises will be left as found including: returning any items used to the appropriate storage space, removing rubbish, and leaving the facility clean and tidy, especially the kitchen and toilet. Please ensure all lights are turned off and the heating thermostat turned down to 10°.
- Pins and adhesives may not be used on walls or doors.
- Children under 12 must be accompanied by an adult if they enter the kitchen area.
- No attempt shall be made to access the first floor of the building except when the Museum is open to the public.
- Hirers are responsible for fire safety. They should know where fire extinguishers and fire blankets are kept. Fire exit is the main door. No candles or other naked flame to be introduced into the building.
- For Health and Safety, a maximum number of 20 people are allowed in the ground floor at any one time.
- EMHC accepts no responsibility for any loss or damage to personal property.

**I am over 18, have read these terms and conditions and agree to abide by them.
I have read and understood the EMHC's General Privacy Notice.**

Signed:

Date:

How to collect the Bartholomew Room key:

The key is in the key safe outside [2 Acre End Street, Eynsham](#) (see map below).

The code will be sent to you shortly before the hire date.

Please collect the key on the day of your booking.

Another key is in the key safe on the back gate of [7 Abbey Farm Barns, Station Road, Eynsham](#). Any problems, contact Steve on 01865 880976

Keys should be returned promptly after the period of hire as other groups may have made a booking. Remember to scramble the key box code after collection and on return.

Please return this form by email to: lettings@eynshammuseum.org.uk or by post to EMHC, [5 Blankstone's Farm, 39 Acre End Street, Eynsham, OX29 4PF](#)

