



Parish Office, Parish Hall, Lower Street, Harnham, SP2 8EY
 Email: pccharnham@gmail.com; phone or msg: 07925 108856

Hall/Meeting Room Booking Confirmation Form 2025

Group/Person Hiring Room (the "Hirer") and address.	Please tick room(s) required: Main Hall Field Meeting room.
Email:	Mobile:

Date(s)	Time Required:
Reason for hiring Hall/Meeting Room (If holding a children's party please sign additional declaration on reverse of booking form)	

Approximate number of people attending	Approximate number of cars
Will you be using the field? Additional fee for use of field. If Yes for what purpose?	Will you be serving alcohol? If yes the returnable deposit will be £100. The hall has no alcohol licence so please see terms and conditions.

Price for hire: £ Deposit: £ Total £ (deposit will be refunded if field & rooms left clean & all rubbish is taken home). Payment by Bank Transfer only to Lloyds Bank plc Account Name: Harnham PCC Account number: 68625568 Branch Sort Code: 30-97-41 Ref:	Please enter your bank details here so we can refund the deposit after the event . Bank: Account name Account Number Sort Code
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Before the keys can be issued you are asked to sign the declaration below and acknowledge the conditions of issue. This is to help carry out the policy of Harnham PCC to safeguard the children and vulnerable adults in its care. The Harnham PCC is not obliged to give anyone access to the hall premises unless access to the premises is required as part of their role or for regular hire of the premises.
 I have never been convicted or cautioned concerning a sexual offence against children, young people or vulnerable adults.

Signed Date

Key(s) are issued to you under the following conditions:

1. You shall not have any copies made from these keys.
2. These keys should not be lent to anyone else.
3. On completion of your booking the keys need to be put through Parish Office door immediately after use.
4. You shall **only use the keys to access the hall/meeting room at the times specified above.** Please contact the Parish Administrator should you need any variation to the time or access on any other occasion.

Key(s) may be collected from the Parish Office on the Friday prior to the hiring, between 3-4.30pm..

In signing this document you are giving your consent for Harnham PCC to use your details to contact you regarding this booking and returning deposit in line with the Harnham PCC Privacy Policy which can be seen on the <https://www.harnhamparish.org.uk>.

I am over 25 years of age and I agree to abide by the terms and conditions as set out in "General Conditions of Use and Hall Safety" document and the key declaration above.

Signature of Hirer..... Date

Extra Condition for the hire of the Parish Hall for a Children’s Party.

Harnham PCC is committed to safeguarding and promoting the welfare of children and vulnerable adults.

The legal responsibility for Safeguarding Children and Vulnerable Adults at any event taking place in a hired venue rests with the Hirer.

In addition to agreeing to the hiring conditions for the hall we ask that you agree to the following requirement.

“In the use of the Parish Hall you make yourself responsible for ensuring the safety of any and all children that use the premises during the hire period, and you agree to take proper steps to prevent the occurrence of any injury, loss, damage or harm to children or other vulnerable people in the course of the hiring”

I confirm that I comply with the requirement laid out above.

Signed

Date.....

In the interest of safety we suggest that Children’s Parties following the following guidelines.

- 0-3 years - 1 adult to 4 children
- 3-8 years - 1 adult to 8 children
- 8 and over - 1 adult for first 8 children and then 1 adult for every 12 children.