



Oxen Park Reading Room (OPRR) Booking Form

To book our facilities please read through our 'Booking terms and conditions' and 'Standard terms and conditions' below - booking the OPRR means that you agree with them.

Please complete the form below to tell us the date and time you require, and send it to:

Gill McKinnon, Park Barn, Oxen Park, Ulverston, LA12 8HG

Alternatively email it to: oxenparkreadingroom@gmail.com

Telephone: 01229 861 128

Your Name (required):

Your Address (required):

Your Telephone number (required):

Your Email (required):

Date(s) you wish to hire the OPRR (required):

Time of day:

Reason for booking (required):

Any other information or requirements:

WE WILL EMAIL YOU TO CONFIRM THE BOOKING.



Standard terms and conditions

The hirer:

1. Must be over 18 years of age and must accept responsibility for being in charge of the event.
2. Will be responsible for the supervision of the event.
3. Will not use the premises for any other purpose than that described in the hire agreement.
4. Shall ensure that laws relating to gaming, betting and lotteries are not contravened.
5. Shall obtain any licenses that may be necessary for the event.
6. Will comply with all Public Safety conditions and regulations.
7. Is aware of the means of escape and how all the doors open.
8. Will be aware of what to do in the event of a fire and will call the Fire Brigade to any outbreak of fire no matter how small.
9. Shall observe all Food and Health Regulations.
10. Shall ensure that any electrical appliances that he / she may bring will be safe to use and in good working order.
11. Is liable for any damage and claims.
12. Must report all accidents or dangerous occurrences involving the public to a member of the committee as soon as possible. In the first instance this shall be the Secretary (contact details as per the booking form).
13. Will ensure that explosives and flammable substances are not brought onto or used in the premises.
14. Will not use heating appliances that have not been authorized by the OPRR Committee.
15. Must ensure that there is no drunk and disorderly behavior or use of illegal drugs.
16. Will ensure that no animals are brought onto the premises except by prior arrangement with the OPRR Committee.
17. Must comply with the Children Act 1989 to ensure that only fit and proper persons have access to children.
18. Will not carry out any fly posting or unauthorized advertising.
19. Will comply with the Fair Trading Laws if selling goods on the premises.
20. Will ensure that children will be restricted from watching age-restricted films.
21. Will, in the event of cancellation, be liable for a discretionary payment if deemed necessary.
22. Will be responsible for leaving the premises and surrounding area in a clean and tidy condition.

23. Ensure that there is minimum amount of noise and disturbance to the local properties and their residents.
24. Must understand that the OPRR accepts no responsibility for and goods or property stored for the purposes of the hiring.
25. Will not make alterations or additions to the premises including placards and decorations with the prior arrangement of the OPRR Committee.
26. Does not have permission to become a tenant or any other form of occupation.
27. Will not permit any dangerous or sexually explicit performances.
28. Ensure that the No Smoking rules are upheld.

Booking terms and conditions

In addition to the Standard Conditions listed above, we also request that you follow these rules:

1. A **FIRST AID** box is kept in the in the main hall, next to the kitchen door. Any accidents should be recorded in the Accident Book provided, along with a note of any items used from the first aid box.
2. If any **tea towels** or **tablecloths** are used, please wash and return as soon as possible.
3. All **floor surfaces** should be swept and mopped if necessary after use. All mops, brushes etc. are kept in the kitchen larder unit. The Hoover is stored in the toilet passageway.
4. Please return **chairs and tables** neatly stacked to where you found them before leaving the premises.
5. All **lights and heaters etc.** should be turned **off** when leaving the OPRR.
6. When returning the key, please advise of any **breakages** or **problems** experienced.
7. **Payment** for use of the OPRR can be sent with the booking form *or* paid on the day of the event. Cheques should be made payable to **Oxen Park Reading Room**. Cash or bacs transfer also acceptable (Sort code: **40-45-01**, account no. **20632228**).
8. Failure to comply with these terms and conditions will result in the termination of the rental agreement by order of the OPRR Committee.