Oldbury on Severn Memorial Hall

Hirers are requested to complete this form and read and sign acceptance of the terms and conditions of hire. Please then send the completed form to the Booking Clerk: Peter Orford,''Wayside'', Shepperdine Road, Oldbury Naite, Bristol BS35 1RJ Phone 01454 415346 or 07739817560. Email peter.orford@talktalk.net The booking will be confirmed once availability is checked. In you need clarity on the booking fee please contact Linda Jennings, (Treasurer) on the email/phone number below.

Audio/Visual system

The Hall has both audio and visual systems that can be used if required. However, you do have to be trained and authorised on how to use them. Please contact Keith Miller on keithmiller8@gmail.com for this training. Please allow at least 3 weeks prior to your booking for this to be arranged.

Period of Hire:

Date:.....Time/From.....To.....

Alternatively, if this is a longer term or regular booking please specify which days/times will be required.....

Purpose of Purpose of hire……

Name of Hirer/Responsible Person…….

Organisation:.....

Address of Hirer……

…….

Contact email:.....Contact tele……

Address for Invoice (if different to above)…….....…

…….

I have read the terms and conditions of hire and accept them as a condition of hire.

Signature:..... Print Name…….

Date:.....

For one off bookings, advance payment is welcome; alternatively you will be invoiced by email, or post at the beginning of the month following your booking(s). You can pay BACS transfer via Oldbury on Severn Memorial Hall, Sort Code: 09 01 51 Account No: 18075500, cash, or cheque to 'Oldbury on Severn Memorial Hall'; Hon. Treasurer: Linda Jennings at Jacobs Well, Featherbed Lane, Oldbury on Severn, BS35 1PP. For payment queries tel: Linda Jennings on 01454 418741/07740934182 (email cjlj@hotmail.com)

To check availability of the Main Hall or Meetings Room an online calendar is available at www.oldburyonsevern.uk/memorial-hall/.For further information please call Peter Orford, see above for details or the Hall Chairperson, Chris Jennings on 01454 418741/07740934182 or cjlj@hotmail.com

Electric door. The new disabled door is a powered door. It must be left in the manual mode (see instruction sheet in the Hall) when locking up at the end of your hire/day period. Failure to do this could seriously damage the door by burning out the motor.

Revised 01/6/2023