

One-Off Event Hire of Farmborough Memorial Hall

Please complete this application form and either send or email to Phil Gray at the following address:

64 The Batch, Farmborough, Bath, BA2 0AJ.

Email: FarmboroughMhall@gmail.com

Phone: 07473 383090

Please make cheques payable to the '**Farmborough Memorial Hall**'

For on-line payments; **Sort Code: 09-01-52 A/C No: 54368700**

Please use the date of booking as the reference. For cheques, write this on the back.

If paying by cash, contact Phil Gray to make arrangement.

*Name:

Organisation:

*Address:

*Phone Number(s):

*Contact Email:

*Date required:

*Time required:

Time stated must include setting up and clearing up

Facilities required (Tick as appropriate):

- Entire Hall
 Hall except Committee Room
 Committee Room Only
 Kitchen door to be unlocked
 Cooker

Note: normally only applicable to allow food etc to be delivered & taken away via side entrance – this door is not a fire exit

*Hire Fee: The full amount is payable in advance

*Purpose of hire:

The event will be: public private commercial

The Memorial Hall has a Premises Licence authorising the following regulated entertainment and licensable activities Mon-Fri 11.00 to midnight and Sat 13.00 to 23.55.

Please confirm which licensable activities will take place at your event and the times:

Activity	The hall is licensed	✓ if applicable	Times for your event
The performance of live music	Yes		
The playing of recorded music	Yes		
The performance of dance	Yes		
Making music	Yes		
Dancing	Yes		
The provision of hot food/drink after 11pm	Yes		
The performance of plays	TEN Required		
The exhibition of films	TEN Required		
Indoor sporting events	TEN Required		
The sale of alcohol	TEN Required		

*denotes required field

Cont./

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TEMPORARY EVENT NOTICE (TEN)

In order to hold a licensable activity on the premises not covered by the hall's Premises Licence a Temporary Event Notice (TEN) will need to be given to the licensing authority. The Hirer shall obtain the written consent of the hall management committee before applying for a TEN. Failure to do so will result in the cancellation of the booking without compensation because there is a limit on the number of TENs which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the hall management committee and local voluntary organisations.

For further information and how to apply please visit Bath & North East Somerset Council website: www.bathnes.gov.uk and search for 'TEN'. The current fee is £21 and needs to be applied for at least 10 days in advance of your intended hire date. The management committee accept no responsibility for hirers who do not apply for a TEN for these activities and any resulting prosecution by the police or local authority.

Note that although the hall does have a licence with the Performing Rights Society and PPL for the performance of copyright music, this does not cover use for commercial activities.

SUPERVISION

The event will be supervised throughout the period of hire by the named hirer (being over age 21) who is physically capable, will see that the Terms and Conditions of Hire and (if applicable) the terms of the Public Entertainment Licence are observed; who will make themselves familiar with the position and use of emergency equipment and evacuation procedures; and will summon the Fire Brigade in the event of fire, however slight.

DECLARATION

I accept and understand the STANDARD CONDITIONS OF HIRE, which I acknowledge with this application and full payment of all hire charges.

Additional charges may be made in the event of damages or additional cleaning costs.

I acknowledge that if the hiring is subject to the Premises License, I shall be nominated and required to accept personal responsibility for its observance.

*SIGNED If completing this electronically, please tick this box to confirm your agreement to the declaration.

*PRINT NAME *DATE

N.B. Any provisional booking will lapse if this completed application form is not received within 14 days.

Official Use Only

General Data Protection Regulations (GDPR)

Your contact details will be securely stored for a limited time and used for the sole purpose of the management of bookings. The lawful basis for processing this data is necessary for a contract between us. Further information may be found on our Privacy Notice which can be found on our website.