



Meadow Close, Tarvin, CHESTER CH3 8LY Registered Charity No: 506560

Application to Hire

I/we make application for the hire of (please tick as appropriate)

- Main Hall (excluding Stage)/Kitchen Capacity 190
- Main Hall (including Stage)/Kitchen Capacity 220
- Edna Rose Room/Kitchen Capacity 60
- Small Room Capacity 25
- Main Hall (including Stage), Edna Rose Room and Kitchen Capacity 280
- Wilkinson Lounge (separately or in conjunction with Main Hall) Capacity 40

Total capacity of the Tarvin Community Centre must not exceed 300 persons

For (details of proposed use).....Approx Number of Persons

Date..... Time: from..... to.....

(All times booked must include any preparation, set-up and cleaning times)

For multiple bookings the date and exact nature of each function to be held must be specified, use a separate sheet if necessary

Applicant (include name of Organisation where applicable)

Name:

Address:

Telephone: E Mail

The premises are licensed with the Performing Rights Society (PRS) and Phonographic Performance Licence (PPL). It is the responsibility of the hirer to ascertain and pay any additional royalties due to these licensing bodies for each performance

The premises are licensed under the Licensing Act 2003
Please tick as appropriate:

I/We WILL REQUIRE the Community Centre Management Committee to provide a Stocked Licensed Bar under the Licensing Act 2003 (There is no charge for this service but all profits from the bar will remain with the Community Centre Management Committee)

I/We intend to sell alcohol at the event. (A charge for using the Licence of £20 will be applied to the hire fee).
The hirers' attention is specifically drawn to the General Conditions of Hire and to the policy relating to the

Licensing Act 2003 which requires an approved designated Responsible Person to be present during the event

I/We will not have alcohol at the event

I/We will be making alcohol available free of charge to everyone attending the event

Event attendees will be providing their own alcohol and none will be available for purchase at the event

I/We agree that the number of persons attending the event will not exceed the numbers stated above

I/We will not assign or sublet any interest in the hire of the premises without the written permission of the Committee

I/We have read the General Conditions of Hire attached and agree to abide by and conform to them in all respects

I/We have read the relevant policy statements of the Management Committee and agree to abide by and conform to their requirements

I/We will indemnify the Committee against any loss it may sustain in respect of damage to premises and the property and/or loss of equipment, and against all claims, demands, actions or proceedings in respect of damage, loss or injury to any person present during or in conjunction with the function or the property of such persons arising otherwise than as a result of negligence of the Committee

I/We agree that this application form together with the aforesaid General Conditions of Hire shall constitute a binding contract upon acceptance of the application by the Committee

Signature of Applicant (Responsible Person min 18 years of age).....Date

Address of Applicant if signing on behalf of an organisation

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.....

Will the above named person be the designated Responsible Person under the terms of the Licensing Act (applicable only if alcohol is available) **Yes / No**

Booking Form to be returned to bookings@tarvincommunitycentre.org Telephone 01829 741962

April 2021