Bentworth Jubilee Hall 2012

Hire Application Form

Dear Applicant

Thank you for choosing Bentworth Jubilee Hall 2012 for your event.

Please complete this application form and return to: Hall Hire Management Team, c/o St Mary's Bentworth Primary School, Church Street, Bentworth, Hampshire, GU34 5RE.

Please ensure that all relevant sections of the form are completed, providing as much detail as possible. Your application may be delayed if all of the information is not provided. Please include details on all the activities you are planning and check carefully to see if you need to apply for licences or obtain public liability insurance certificates.

It is important that you confirm with the Hall Hire Management Team if your event requires the hirer to obtain a licence. This is to ensure that there is availability in the legal quota of Temporary Event Notices available for the venue in any one calendar year. You will be required to specify the location as either the Jubilee Hall 2012 (if in the Hall itself) or School Field, St Mary's Bentworth CE Primary School (if an outdoor event).

Please include all the extra documents required no later than one month in advance of the date of your event.

If you have any problems in completing the form, please contact the Hall Hire Management Team by e-mail [jubileehallbooking@gmail.com] or by leaving a telephone message on the school number 01420 562117 (school term time only). Please note that the school staff have no involvement in Hall Hires and will forward messages to the team.

The **volunteer** Hall Hire Management Team will respond to enquiries within **7 days**.

About you

(1) Name of the person or organisation applying to hire Bentworth Jubilee Hall

(2) Name of contact person and position within their organisation (if applicable)

(2) Address

(3) Contact telephone number

(4) E-mail

About your event

This is a very important part of your application form. Please supply as much information as possible in order that we can help you to have a successful and well organised event. Remember, if any of these details change before the event takes place it is your responsibility to inform us. A map of the site is available from the Hall Hire team

(5) Type of event

(6) Brief description of your event

(7) Is your event a charity event? If YES please specify which charity and state the charity registration number

(8) Area of Hall/site to be hired (see 'Hall Hire Charges' document for more information)

(9) Please list any additional extras that you wish to hire from the 'Hall Hire Charges' document.

(10) Intended date(s) of event

Start Date:	Finish Date:
Start Time:	Finish Time

(11) Date(s) site required for setting up/clearing away

Start Date:	Finish Date:
Start Time:	Finish Time

(12) Estimated number attending

(13) Will you be holding a raffle? If you are planning to sell tickets in advance you will need to obtain a Lottery Licence from East Hampshire District Council's Licensing Section.

(14) Will you be using a third party (eg Disco, children's entertainer) as part of your event? If yes you will need to supply a copy of their public liability insurance. **No inflatable structures/bouncy castles may be used on site.**

(15) Will you need vehicle access to the upper playground area?

(16) Will you need use of the external power supply? If yes, what for?

Food and Alcohol at your Event

(17) Will you be providing or selling food at your event?

(18) Would you like to hire the crockery and cutlery (serves 50)

(19) Will you, as the hirer/hiring organisation, be serving or selling alcohol? You are required to have the permission of the St Mary's Bentworth Primary School Governing Body. Please include details for application to the Governors. Sale of alcohol requires the hirer to hold a licence from EHDC.

(20) Will you, as the hirer/hiring organisation, be playing amplified music? You are required to hold a licence from EHDC. Please include details of licence held.

Kitchen Facilities

Main hall and community room bookings - you will have access to the 'Community Kitchen' oven and washing up facilities. You may store small items such as milk in the fridge but please do not use or remove any of the School Breakfast or After School Club groceries stored in the fridge.

Main Hall hire bookings will have access to the 'School Kitchen' and use of the serving hatch, food preparation areas and washing up facilities. The gas hob and oven may be used on request and for a fee but hirers will require training on the School Kitchen ventilation canopy and gas supply systems. Please note that the school kitchen commercial convection oven, dishwasher, fridge and freezer are **not** available for use, however you may use the fridge and freezer located in the Community kitchen.

Noise at your Event

Some events can create noise and may disturb local residents. Whilst local people may accept some noise, particularly during day time hours, organisers of events must ensure that a nuisance is not caused.

If public address systems are going to be used, or the event includes amplified music or some other noisy activity, event organisers need to take measures to ensure that the level of noise is monitored and controlled to prevent it becoming excessive. You may wish to contact East Hampshire District Council's Environmental Health Department for further information on noise control

Litter Collection and Disposal at your Event

It is the responsibility of all hirers to collect and dispose of all event litter off site.

Alcohol

You **must** request permission from the school governors to serve and/or sell alcoholic drinks.

Should you wish to sell alcohol for consumption on or off the premises you must obtain a Temporary Event Notice (TEN) available from East Hampshire District Council. These take a minimum of 10 working days to process, so please do this in plenty of time. Please specify the location as either Jubilee Hall 2012, Church Street, Bentworth or School Field, St Mary's Bentworth CE Primary School. A copy of this TEN, once obtained, must be supplied to the Hall Hire Management Team.

Licenses

If you need any of the following: Lottery Licence, Street Collection Permit or a Temporary Event Notice (TEN), please contact East Hampshire District Council.

Public Event

If holding a public event please supply a site plan of the intended event. Please clearly identify any structures such as staging, tents, marquees, car parking areas, etc. In addition, please provide a programme of activity for your event.

Check List

Before signing this form, please ensure that you have completed the check list below, failure to do so will result in a delay in processing your application.

For private events:

- ☐ Completed Application Form
- ☐ Copy of Public Liability Insurance for third party contractors (e.g. disco)
- ☐ Copy of Food Hygiene Certificate for professional caterers

For public events:

- ☐ Completed Application Form
- ☐ Site Plan
- ☐ Risk Assessment
- ☐ Programme of Activity
- ☐ Copy of your Public Liability Insurance for your event
- ☐ Copy of Public Liability Insurance for your third party contractors
- ☐ Copy of Food Hygiene Certificate for professional caterers

Declaration

I apply for permission to hold at Bentworth Jubilee Hall 2012 and/or the School Field St Mary's Bentworth CE primary School, the event described in my application. If my application is accepted, I agree to pay any fees charged by the Hall Hire Management Team, to observe the conditions that are set out in the Bentworth Jubilee Hall 2012 Hall Hire Policy and/or Hire Information Pack document and any other requirements which are notified to me with the Hall Hire Management Team's acceptance letter. In addition, I agree to inform the Hall Hire Management Team of any changes to the application form which was originally submitted.

SIGNED | **DATE**

Request to the Governing Body of St Mary's Bentworth CE Primary School

to serve and/or sell alcohol

Our policy clearly states that if you wish to serve and/or sell alcohol at your event you must agree this with the Governing Body of the school in advance of your event.

Please refer to the Hall Hire Policy if you wish to sell alcohol at your event (requirement for hirer to obtain license).

Name of hirer:

Date of hall hire:

I would like to seek permission from the Governing Body to serve and / or sell alcohol at my event (delete as necessary).

The venue for the serving and / or sale of alcohol is the Jubilee Hall 2012 or the School Field St Mary's Bentworth CE Primary School (delete as necessary).

If permission is granted by the Governing Body then I agree that alcohol will only be served to persons who are aged 18 or older on the date of the event.

Signed: Date:

Print name:

To be completed by the Hall Hire Management Team for the Governing Body

Permission granted Yes/No

Signed: Date

Print name