

**Application for the hire of facilities at
Breckland Hall and Owen Barnes Room
1 April 2009 to 31 March 2010**

(Please print, complete and post to the Parish Clerk, Parish Rooms, Townhouse Rd, Old Costessey,
Norwich NR8 5BS)

APPLICANT Name.....

(Please use Address
BLOCK capitals)

.....Tel No:

Organisation/Group

FACILITY REQUIRED (Please circle) Breckland Hall Owen Barnes Room

DATE(S) OF USE

TIME From To

TYPE OF FUNCTION

The attention of hirers is drawn to the Conditions of Hire attached, which should be retained. Hirers must provide their own first aid equipment and must familiarise themselves and their group with the actions to be taken in the event of fire. An Emergency Action Plan is contained in the Conditions of Hire and similar details are displayed on the noticeboards. Insurance against your responsibilities is advised.

SALE OF ALCOHOL No part of the premises is licensed for the sale of alcohol. It is the hirer's responsibility to apply to South Norfolk Council for a Temporary Event Notice under Section 100 of the Licensing Act 2003. That Council will then send you a form which needs to be completed at least ten days before the event takes place.

PLEASE SIGN THE DECLARATION

I wish to apply to hire the above indicated facilities and I agree to, and have read, the conditions of hire attached to this form.

Signed Date

The completed application form with full payment for hire should be sent to The Parish Clerk at the address shown below to confirm your booking. Cheques/POs should be made payable to 'Costessey Parish Council'.

PLEASE NOTE THAT ALL COUNCIL VENUES ARE NON-SMOKING