

Costessey Parish Council

Application for the hire of the Costessey Centre 1 April 2010 to 31 March 2011

APPLICANT Name.....

(Please use Address
BLOCK capitals)

.....Tel No:

Organisation/Group

DATE(S) OF USE

PART OF BUILDING (Please circle) Small Office Large Office Upstairs Hall
Concourse Concourse + Upstairs Hall Main Hall

TIME From To

TYPE OF FUNCTION

If the application is approved, your attention is drawn to the conditions of hire attached. Insurance against your responsibilities is advised. Hirers must familiarise themselves and their group with the actions to be taken in the event of fire. Details are displayed on noticeboards. Hirers must provide their own first aid equipment.

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 form with the full payment for hire should be sent to:- The Parish Clerk, Parish Rooms, Townhouse Road, Old Costessey, Norwich, NR8 5BS (tel: 01603-742958) to confirm your booking. Cheques/POs should be made payable to 'Costessey Parish Council'

PLEASE NOTE THAT THE VENUE IS NO SMOKING