

# CALVERTON PARISH COUNCIL

## APPLICATION FOR USE OF COUNCIL PREMISES - VILLAGE HALL

<b>Organiser's name:</b>	
<b>Address: (including postcode)</b>	
<b>Tel. no:</b>	Landline:  Mobile:
<b>Email address:</b>	
<b>Name of club or organisation:</b>	
	Charity: YES /NO ** If YES, Charity No:
<b>Purpose of hire:</b>	
<b>Approx. number attending:</b>	
<b>Start of Hire Period (Date / Time):</b>	
<b>End of Hire Period (Date / Time):</b>	
<b>Premises Required: (delete as required)</b>	MAIN HALL & KITCHEN MEETING ROOM & KITCHEN MAIN HALL, MEETING ROOM & KITCHEN
<b>Use of Facilities: (delete as required)</b>	STAGE PA SYSTEM STAGE / MAIN HALL LIGHTING SYSTEM KITCHEN EQUIPMENT – HOT FOOD KITCHEN EQUIPMENT – HOT DRINKS
<b>Insurance Cover:</b>	Will you be taking out insurance to cover any damage or loss indemnity. YES / NO **  <i>Please see Terms &amp; Conditions of Hire</i> <a href="http://www.calvertonpc.co.uk">www.calvertonpc.co.uk</a>

<b>Sale or Supply of Alcohol:</b>	<p>The Booking will involve the sale or supply of alcohol for consumption on the Premises YES / NO **</p> <p>If YES : I will ensure that an appropriate Temporary Event Notice is in place to cover the booking (if required).</p> <p><i>Note: no licence is required where the Booking will involve the provision of alcohol free of any charge to adult invitees only.</i></p>
<b>Playing of Music:</b>	<p>The Booking will involve the playing of live and/or recorded music YES / NO **</p> <p>If YES : The Booking is a family/friend only event YES / NO **</p> <p>If NO : The Booking is a rehearsal YES / NO **</p> <p>If NO :</p> <ul style="list-style-type: none"> <li>a) I will pay the appropriate/estimated PRS for Music licence fee to Calverton Parish Council: and</li> <li>b) I will establish whether or not a PPL licence is required and ensure any such licencing requirements are complied with.</li> </ul>
<b>Fire Safety:</b>	<p>The Booking will involve the introduction of a new fire risk (source of ignition or flammable materials) YES / NO **</p> <p>If YES : I undertake to provide a risk assessment detailing the new fire risk(s) and measures to address the identified risk(s) at least 5 days prior to the Start of Hire Period.</p>
	<b>** delete as appropriate</b>

I hereby apply for the use of Council premises in accordance with the Hire Charges and agree to adhere to the Terms & Conditions of Hire.

Signed: .....

Date: .....

**PLEASE RETURN TO:** The Clerk  
Calverton Parish Council  
The Council Room  
Calverton  
Nottingham NG14 6FG

Tel: 0115 9654560 **(Tuesday, Wednesday, Thursday:  
9.00am – 12.30pm)**

Email: [clerk2thecouncil@btconnect.com](mailto:clerk2thecouncil@btconnect.com)