

**APPLICATION FOR THE HIRE OF
THE MEMORIAL HALL
NEWTON TONY**

(The Memorial Hall is administered and controlled by a Management Committee as a Charity - Registered Number 268998)

To: The Trustees (Newton Tony Memorial Hall and Recreation Ground Management Committee).

I apply for the use of the facilities of the Memorial Hall, Newton Tony as set out below and I confirm that I am not under the age of 18 years.

1. Applicant

Name of Person

Name of Organisation (if acting on its behalf)

Address

.....

Telephone number

2. Date of Function **Times** (from and to, including setting up)

3. Type of Function*

Open to the public YES / NO. Disco YES / NO ** Band YES / NO **

4. Facilities Required

Kitchen YES / NO Full Stage YES / NO *** Recreation Ground YES / NO

Patio Area YES / NO Stage Lighting equipment YES / NO Projection Screen YES / NO

5. Licensed Bar ** (please read the notes carefully)**

Do you wish to apply for Licensed Bar facilities? YES / NO. (You must await our permission to do so)

Time Bar to be open from to

Name of Proposed License Holder

I AGREE to abide by the Terms and Conditions of letting, a copy of which I have received and to pay the charge specified or cancellation fee if applicable.

I agree to the charge of £10.00 per hour. (£15 per hour if main kitchen is required)

Signed **Date**

PROVISIONAL BOOKINGS will be held for 14 days only pending confirmation by return of this application and deposit to the Booking Clerk.

*** ** *** **** (Please see overleaf for important notes)**

Notes

*** If you wish to hold classes, particularly those involving a physical activity e.g. Karate, Yoga, Dancing etc. on a profit making basis (rather than charity fund raising), you will**

need to provide your own Public Liability Insurance cover which we will need to see.

Please note that the maximum numbers permitted in the Hall are:-

Seated Audience	100
Standing Audience	120
Dancing (Clear Floor)	120
Functions with tables and chairs	78

These figures are the maximum overall numbers permitted INCLUDING the organisers etc. and must NOT in any circumstances be exceeded.

****** If you wish to have music or hold any other event outside you must make this clear on your application.

******* You will be required to assemble and dismantle the stage which is in 1 metre sections.

******** To hold a function at which alcohol is available by sale you will need permission from Salisbury District Council and the Police. This has to be applied for on a "Temporary Event Notice" application form obtainable from Salisbury District Council, Licensing Team (01722 336272). This application has to be submitted at least ten working days before the event and a copy of the permission granted **MUST** be made available to the Booking Clerk 48 hours before the event takes place. There is currently a fee of £21 payable to Salisbury District Council. Please be aware that unless alcohol is being given away completely free of charge then a Temporary Event Notice is required. The provision of alcohol included in the ticket entrance price or by "donation" is the same as selling it and a Temporary Event Notice is required. If you have any questions on licensing please seek the advice of the Licensing Team at Salisbury District Council

Please return this form to: Sandra Caro – Bookings Clerk, Springfield, Newton Toney SP4 0HF
01980 629838 email. s8nge@btopenworld.com

THIS TEAR OFF SLIP WILL BE RETURNED TO YOU CONFIRMING YOUR BOOKING

TO:

YOUR APPLICATION TO HIRE THE HALL ON IS ACKNOWLEDGED AND AVAILABILITY OF THE HALL IS CONFIRMED.

**THE FULL COST OF THE HIRE WILL BE £
(I WILL SEND YOU AN INVOICE AFTER THE EVENT HAS BEEN HELD)**

PLEASE NOTE: IF YOU ARE APPLYING TO HAVE A LICENSED BAR, I MUST SEE A COPY OF THE PERMISSION 48 HOURS BEFORE THE FUNCTION TAKES PLACE. IN THE EVENT THAT YOU CANNOT CONTACT ME TO DO THIS, PLEASE CONTACT THE SECRETARY - MRS JACKIE BARKER ON 01980 629678