

PERTON PARISH COUNCIL



The Perton Civic Centre - Application for Hire

APPLICANTS DETAILS:

NAME

POSTAL ADDRESS

DAYTIME TELEPHONE NUMBER

EMAIL ADDRESS

- A. I apply for the use and services of the Perton Centre in accordance with the current scale of charges.
- B. If my application is accepted, I agree to enter into an agreement with Perton Parish Council for the use of the accommodation and services at the Perton Civic Centre in accordance with the terms and conditions of hire which I have read and understood.
- C. I agree:
- i) That if I fail to enter into such an agreement, I am not entitled to the use of such accommodation and services or to a refund of the deposit fee subject to note 7 of Terms and Conditions.
 - ii) That the deposit fee is not transferable except with the permission of the Council.
 - iii) To abide by the Terms and Conditions attached hereto, which I have read and understood.
 - iv) Subject to room availability regular Hirers may take up to 10 minutes for room set up and a further 10 minutes to vacate premises. This is a concession not a right and in all instances is conditional upon room availability. All other time will be chargeable at the current applicable room rate in quarter hour increments.

ALL QUESTIONS TO BE COMPLETED BY THE HIRER

1. Date accommodation required _____

2. Room/s required _____

3. **ACCESS TIME REQUIRED:**

Room preparation time **From** _____ **To** _____

Function time **From** _____ **To** _____

Room clearance time **From** _____ **To** _____

NB: The Council's Entertainment Licence only covers the following times.

9.00 am to 10.30 pm - Monday to Thursday

9.00 am to 12.00 midnight - Friday and Saturday

It is therefore essential that the rooms hired are vacated by either 10.30 pm or 12.00 midnight as appropriate

4. For what purpose is the accommodation required? Please give full details of the proposed function.

4a. Is your function of a domestic / family nature whereby guests are admitted by personal invitation and without charge? **YES / NO**

5. **SPECIAL REQUESTS:**

NB: All items requested are subject to confirmation and if agreed are provided subject to availability on the day. *Charges may apply.*

- 1) **Socapex** power connector - 32Amp **YES / NO**
- 2) **Socapex** power connector - 63Amp **YES / NO**
- 3) Lakeside Hall Stage **YES / NO**
- 4) Other: Please State -

NB: Discos are permitted at the discretion of the Council. The Hirer is responsible for provision of the sound system. (**Socapex** power connector may be available where 13 Amp supply is insufficient)

6. Approximately how many people will be attending? _____

7. Will any charge be made for admission? If YES please give details:- **YES / NO**

8. Do you require bar services? **YES / NO**
(See note 8 of Terms and Conditions together with attached Contract Note from the Official Licensed Caterers)

9. **DO YOU REQUIRE ANY FORM OF SELF CATERING** **YES / NO**
(N.B. ALL CATERERS SHOULD BE REGISTERED)

DO YOU REQUIRE USE OF CIVIC CENTRE KITCHEN **YES / NO**
ALL KITCHEN USE TO BE PAID DIRECT TO PERTON PARISH COUNCIL (NOT CATERER)

If you state NO - KITCHEN WILL BE LOCKED AND UNAVAILABLE

Kitchen Access - Tea & Coffee Making facilities only **YES / NO**
(Coffee / Tea / Milk / Sugar etc to be provided by Hirer)

Kitchen Access - COLD Catering **YES / NO**

Kitchen Access - HOT Catering **YES / NO**

KITCHEN ACCESS TIMES REQUIRED From _____ To _____

The kitchen is not available in isolation when the building is otherwise closed

10. ROOM HIRE DEPOSIT SCHEDULE:

NB: Use of room and kitchen requires deposit for each **£**
The Lakeside Hall - £150.00 _____
Kitchen Access - £50.00 _____

I enclose the appropriate booking deposit fee of **£** _____

11. I agree to be bound by the Terms and Conditions of Hire which I have read and understand.

Signed: _____ Date: _____