



ST. ENODER PARISH COUNCIL

Clerk: Mrs Amanda Kendall, Foxleigh, Treviglas Lane, Probus, Truro TR2 4LH
Telephone: 01726 883614 Email: clerk@saintenoderparishcouncil.org.uk

Youth Club Building Hire Application Form

Name of requesting individual, organisation, or group:
Registered Charity Number (if applicable)
Contact Address:
Contact Email:
Contact telephone number(s) Mobile:
Organiser in charge of event and contact telephone number for public enquires:
Requested date of event(s):
Is this a charity, community, commercial or private event?
Description and purpose of event (please include as much details as possible): Please use additional A4 sheet if required:
Target audience:

Approximated numbers attending this event:

Setting up time:

Event opening time:

Event closing time:

Clearing down time:

Please detail your arrangements for the clearing and removal of litter (we advocate that you recycle your waste wherever possible):

Please provide details of any sound or public address system you are intending to use:

- Public Liability Insurance Policy Number (minimum £5million indemnity required)
- A copy of the public liability insurance policy, risk assessment and child protection policy (if applicable) will need to be presented to the council and deemed satisfactory by a council officer before approval of you event is granted.

Name/address of policy holder:

Please state whether you would like details of your event posted on the parish council website/social media site. YES/NO

Document Checklist

I confirm the following documents will be presented to the Council in advance of the event:

Public Liability

Risk Assessment

Child Protection Policy

I confirm that the above details are correct at the time of filling out this form and if any changes are made with regards to the event itself, I will inform the Council immediately and submit any amendments for approval.

Hirer:

Sign:

Date:

By signing this form, you consent to St Enoder Parish Council holding your personal data for the purpose of following up your enquiry and authorise the Council to contact you in order to process your booking. Please refer to the Council's Privacy Policy at

www.saintenoderparishcouncil.org.uk

In consideration of the Hirer paying the Hire Fee, the Council agrees to permit the Hirer to use the Youth Club Building for the purpose of the event described during the Hire Period.

Signed on behalf of

St Enoder Parish Council:

Date:

Please return to: Mrs A Kendall, St Enoder Parish Council, Foxleigh, Treviglas Lane, Probus, Truro TR2 4LH or scanned copies by email to clerk@saintenoderparishcouncil.org.uk

FEEES AND CONDITIONS OF HIRE

Details

Friends group events:	If associated with raising income for Parish Charities	Free
Community or Charity events:	If associated with the Parish	Free

Applicants are reminded:

The organiser must obtain the council's permission before committing him/herself to organising this event.

No section of the Playing Fields may be fenced off and no restrictions to entry may be made and no charges levied on persons entering the Playing Fields, without obtaining special permission from the Council.

1. The Youth Club Building must be left as found.
2. All litter/rubbish to be removed from the building.
3. All breakages must be reported to the Parish Clerk, and the Parish Council reserves the right to charge the hirer for replacement.
4. Hirer to ensure all taps, lights and heating are turned off when vacating the building and alarm set.