MARSHALLS / LEVELLINGS SPORTS GROUND / RICHMOND HOUSE and AINSBY WALK BOOKING FORM

# Organiser Information

|  |  |
| --- | --- |
| Name |  |
| Address  |  |
| Town |  |
| Postcode |  |
| Telephone  |  |
| Email |  |

# Event

|  |  |
| --- | --- |
| Site |  |
| Date of Event |  |
| Type of Event (*please provide additional details if appropriate on a separate sheet)* |  |
| Date and Time In *(including set up)* |  |
| Date and Time Out *(including clean up)* |  |
| Estimated Number of Guests |  |

# Facilities required (

*(please tick all that apply)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Kitchen |  | Toilets |  | Changing rooms (details, please) |  |
| Function Room |  | Car Park |  | Showers |  |
| Pitches (details, please) |  | Park (define area) |  |  |  |

I agree to the Terms and Conditions of hire set out by Gainsborough Town Council (Attached)

Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**By signing this form you confirm that you consent to Gainsborough Town Council retaining and processing your personal data, please visit our** [**website**](http://www.gainsborough-tc.gov.uk) **for our** [**Data Protection and Privacy Policy**](https://gainsborough-tc.gov.uk/policy/general-data-protection-regulations-gdpr-policies-and-procedures/)

Left blank so you can add further details of your event or any pictures and drawings.

Terms and Conditions of Hire

**Please retain a copy.**

# Alcohol

No alcohol must be sold on the premises unless you have obtained a Temporary Event Notice (TENS) licence or other appropriate licence from West Lindsey District Council.

# Use

The buildings and grounds must not be used for any purpose other than that stated on your booking form.

# Cleaning

You must leave the site in a clean and tidy condition. This will include ensuring litter is placed in bins provided.

# Electrical Equipment

If you bring any electrical equipment onto the site which will be connected to our power supplies you must ensure it has a current PAT test certificate and supply relevant proof at time of booking or at least two weeks prior to the event..

# Damage and Breakages

Any damage or breakages must be reported to the Town Council Office as soon as possible.

You will be responsible for the cost of all damage and breakages caused to the site or items within it during your booking. This will not apply to damage or breakages arising from fair wear and tear.

# Safety

You must conduct a risk assessment which includes fire-evacuation and first aid. Please supply these at least two full weeks before your event.

# First Aid

You are responsible for obtaining and providing appropriate first aid support and supplies to suit your event needs.

There is a Defibrillator on site located at the outdoor toilets (rear of Richmond House), the access code is available by ringing the emergency services on 999.

# Permittable activities

Please see the included premises license for permitted activities, please read thoroughly.

# Music

There is **no** music premises licence in place. If you want to play music at your event, please ensure that you have the correct PPL PRS licence for your event. You can find more information on this government website: [Get a licence to play live or recorded music - GOV.UK (www.gov.uk)](https://www.gov.uk/licence-to-play-live-or-recorded-music)

# Noise

Please respect our neighbours.

The premises licences, as mentioned above, do not permit loud noise after 11.30pm, therefore all noise/music/dancing etc must cease at 11.30pm at the latest and a further 1 hour maximum is allowed for cleaning up.

The booking organiser is responsible for ensuring the rules set out in the Premises License are followed and that their guests leave site promptly and in a considerate manner.

Please always show consideration to the neighbouring properties.

# Insurance

It is your responsibility to ensure your insurance covers your event and all activities and includes public liability. For all events except private parties you will need to provide proof of public liability insurance.

# Emergencies

**In an Emergency, please call the emergency services by dialling 999.**

If you have any queries whilst onsite, please ring our caretaker on 01427 671419 or office staff during office hours.

# In the event of an emergency please call the appropriate emergency services.

Any problems or queries should be emailed to bookings@gainsborough-tc.gov.uk

but these may not be picked up outside of working hours.

Booking Confirmation

**For Office completion only:**

|  |  |
| --- | --- |
| Booking confirmed date: |  |
| Booking confirmed by: |  |
| Total hire charge payable: |  |
| Hire charge due date: |  |
| Key collection date or caretaker service: *(collection between 9am and 3pm, £50 deposit required)* |  |
| Key return by date:*(between 9am and 3pm)* |  |
| Keys returned  |  |
| Deposit returned |  |