



NEWHAVEN TOWN COUNCIL

Application for hire of premises

Please note applications must be submitted **at least 14 days** before the date of hiring.

Please complete all sections:

Name: _____

Address: _____

Telephone: _____

Premises required: _____

Date required: _____

Time of booking: From _____ **To:** _____

Minimum 2 hours - to include time required for setting up and clearing away

Purpose of hire: _____

If for a birthday party, state age

How many people are expected to attend? _____ **Age range:** _____ **Will there be a disco?** _____

Will alcohol be consumed? _____ **If yes, will it be for sale?** _____

If for sale, please confirm that a Temporary Event Notice will be submitted to the Licensing Officers of Lewes

District Council and Sussex Police (Conditions of Hire of Premises, Note a) refers): _____

Will food be available? _____ **Prepared on the premises?** _____

Details of any electrical equipment to be used _____

eg. projectors, disco equipment, lights, CD players

Details provided will form the basis of a hire contract, which will be forwarded for signature by the Hirer following approval of this application.

I confirm that the above details are accurate and I have read the "Conditions of Hire of Premises" and agree to observe and abide by them.

Signed: _____

To be signed by the person whose name and address are given above

PLEASE NOTE: Receipt of this form does not imply that the booking will be accepted