

## Application To Use The Centre

Name of Group :	Tel No:	Email address:
Contact Name:		

Billing / Contact Address:

Purpose of Use:	Hire Date:
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Rooms Required	Times Required : (Please include preparation & clear up time)	Hire Fee
Main Hall (inc Stage)		£
Community Room		£
Meeting Room		£
Kitchen (light refreshments/full catering)		£
Total Cost (Office Use Only)		£

Audio / Visual Equipment	Video Projector & Screen <span style="color: blue;">Yes / No</span>	Audio System (Main Hall Only) <span style="color: blue;">Yes / No</span>	Flip chart & Paper <span style="color: blue;">Yes / No</span>
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Will you be applying for amendment to our Premises Licence?	No	Yes to:	Extend Hours Selling Alcohol
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Hirer is responsible for the cost & completion of all necessary paperwork and to ensure that the appropriate premises licence(s) are in place before the start of the event.

Will you be hiring third parties to be on site for your event?(i.e. disco / bouncy castle / caterers)	Yes / No	If yes; company name & contact telephone number:
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Does the third party have public liability insurance? <span style="color: blue;">Yes / No</span>	Is the third parties electrical equipment PAT tested (portable appliance)? <span style="color: blue;">Yes / No</span>
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Agreement: I have read the Terms & Conditions of Use of the Bowman Centre issued with this booking package and agree on behalf of my group to observe them.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_