

Tremayne Hall

Hirer Requirements and Agreement Form

Hirer	Organisation <i>if appropriate</i>	Purpose of hire
Area(s) needed		Is kitchen essential
Date of hire	Time of hire	
<i>Except for weddings, space is booked in 4 hour sessions. Use of the hall after 23.00 is subject to the approval of the Management Committee</i>		

Hirer's address	Telephone <i>home and mobile</i>
	E-mail

If you would like your event publicised on The Tremayne Hall website, please send details to our webmaster at info@tremaynehall.org giving date, time, room, content, price and ticketing info
Alternatively, if you don't have access to the internet, please provide information here

To comply with Fire Regulations it is necessary to ensure hall/room maximum occupancy is not exceeded. For most activities this will be a simple matter, but there will be occasions when attendance has to be determined by a counting device. A tally counter is available from the Booking Officer.

Any function which sells or supplies alcohol shall pay deposit of £100 (clause 13) . The deposit will be returned if no additional costs are incurred by the Management Committee.

We will ensure maximum occupancy is not exceeded	
<i>With the Tremayne Hall Tally Counter</i>	
<i>Without the Tremayne Hall Tally Counter</i>	

<i>Will you be supplying alcohol ?</i>	
<i>If yes, please contact Cornwall Council Licensing Office 01872 224506 for advice in accordance with the Licensing Act 2003?</i>	

<i>Do you require use of the kitchen?</i>	
<i>Main hall users must permit access to other users to use the kitchen (clause 15). Main Hall users: Is this a problem for you?</i>	

<i>Do they advise that you obtain a Temporary Event Notice (TEN)?</i>	
<i>Will you be applying for a TEN ?</i>	

I have read the Conditions of Use of the Tremayne Hall and agree to abide by them. I am over 18 years of age.

Signed *Dated*

*Please send completed and signed form to The Tremayne Hall Booking Officer:
Pat Willmore, 17 Trevellan Road, Mylor Bridge, FALMOUTH TR11 5NE
Telephone 01326 372168, E-mail patwillmore@aol.com*