Dunnington Reading Room Special Events

Name of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Event \_\_\_\_\_\_\_\_\_\_\_\_

1 Do you require the stage? Yes/No

2 Do you require an alcohol licence? Yes/No

3 Are you bringing special equipment

or machinery into the halls? Yes/No

 The event must have its own insurance.

Supervision at the entrance and exits must be adequately provided together with overall control during the event. The person with overall control will sign the terms and conditions applied to these events.

Opening and closing times will be agreed at the meeting.

The normal Rules of Hire apply at all events.

At the meeting the hirer will supply exact details of the event.

All equipment and products will be removed on the day of the booking. If this is not possible then the hirer will be required to hire the halls for the next day, unless there is prior agreement that this will not necessary.

All waste that has been generated by the event must be removed from site, not deposited in the green bins which are for normal use.

 A deposit of £100-00 is required. This will be refunded after the event if all the rules have been met.

 We have insurance to cover this event. Yes/No

Name of supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to terms and conditions set out above.

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_