

[Insert name and address of relevant licensing authority and its reference number (optional)]

Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

OUR LADY OF LOURDES  
 I/We SAWSTON PASTORAL COUNCIL  
 (Insert name(s) of applicant) apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description SAWSTON CATHOLIC CHURCH HALL 135 HIGH STREET SAWSTON	
Post town CAMBRIDGE	Post code CB22 3HT

Telephone number at premises (if any)

—

Non-domestic rateable value of premises

£ 100-00

Part 2 - Applicant details

Please state whether you are applying for a premises licence as

Please tick ✓ yes

- a) an individual or individuals\*  please complete section (A)
- b) a person other than an individual\*
  - i. as a limited company  please complete section (B)
  - ii. as a partnership  please complete section (B)
  - iii. as an unincorporated association or  please complete section (B)
  - iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)

- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\*If you are applying as a person described in (a) or (b) please confirm:

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or Please tick  yes
- I am making the application pursuant to a
  - statutory function or
  - a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS (fill in as applicable)**

Mr  Mrs  Miss  Ms  Other title (for example, Rev)

Surname  First names

I am 18 years old or over Please tick  yes

Current postal address if different from premises address

Post Town  Postcode

Daytime contact telephone number

E-mail address (optional)

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr  Mrs  Miss  Ms  Other title (for example, Rev)

Surname

First names

Please tick  
✓ yes

I am 18 years old or over

Current postal address if different from premises address

Post Town

Postcode

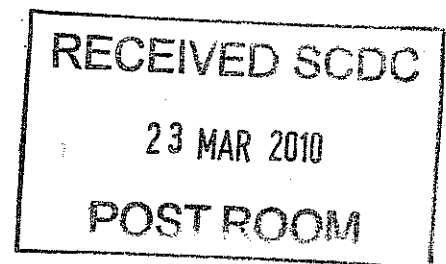
Daytime contact telephone number

E-mail address (optional)

(B) OTHER APPLICANTS.

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned

Name	OUR LADY OF LOURDES SAWSTON PASTORAL COUNCIL
Address	135 HIGH STREET SAWSTON CAMBRIDGE CB22 3HT
Registered number (where applicable)	/
Description of applicant (for example partnership, company, unincorporated association etc)	UNINCORPORATED ASSOCIATION
Telephone number (if any)	/
E-mail address (optional)	/



### Part 3 Operating Schedule

When do you want the premises licence to start?

Day	Month	Year

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day	Month	Year

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

N/A.
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Please give a general description of the premises (please read guidance note 1)

A COMMUNITY VILLAGE HALL LOCATED BEHIND THE PRESBYTERY & ADJACENT TO THE CATHOLIC CHURCH. THE HALL IS APPROXIMATELY 17m x 8.5m (PLAN ATTACHED).

What licensable activities do you intend to carry on from the premises?  
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick ✓ yes

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g)  
(if ticking yes, fill in box H)

Provision of entertainment facilities for:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j)  
(if ticking yes, fill in box K)

Provision of late night refreshment (if ticking yes, fill in box L)

Supply of alcohol (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

**A**

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>	
Day	Start	Finish		Outdoors		
Mon	09.00	23.00	Please give further details here (please read guidance note 3) <b>OCCASIONAL PLAYS</b>	Both		
Tue	09.00	23.00				
Wed	09.00	23.00		State any seasonal variations for performing plays (please read guidance note 4)		
Thur	09.00	23.00				
Fri	09.00	23.00		Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5) <b>LIKELY TO BE AN EVENING ACTIVITY, A SUNDAY ACTIVITY OR A HOLIDAY</b>		
Sat	09.00	23.00				
Sun	09.00	23.00				

**B**

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>	
Day	Start	Finish		Outdoors		
Mon	09.00	23.00	Please give further details here (please read guidance note 3) <b>OCCASIONAL FILMS</b>	Both		
Tue	09.00	23.00				
Wed	09.00	23.00		State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur	09.00	23.00				
Fri	09.00	23.00		Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5) <b>LIKELY TO BE AN EVENING ACTIVITY, A SUNDAY ACTIVITY OR A HOLIDAY.</b>		
Sat	09.00	23.00				
Sun	09.00	23.00				

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon	09.00	23.00	<p>POSSIBLE HIRE BY LOCAL GROUPS FOR CARPET BOWLS &amp; SIMILAR EVENTS</p> <p>State any seasonal variations for indoor sporting events (please read guidance note 4)</p> <p>N/A</p> <p>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5)</p> <p>N/A.</p>
Tue	09.00	23.00	
Wed	09.00	23.00	
Thur	09.00	23.00	
Fri	09.00	23.00	
Sat	09.00	23.00	
Sun	09.00	23.00	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon			<p>Please give further details here (please read guidance note 3)</p> <p>State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)</p> <p>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)</p>		
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					

**E**

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>	
Day	Start	Finish		Outdoors		
Mon	09.00	23.00	Please give further details here (please read guidance note 3)  OCCASIONAL DANCE EVENING	Both		
Tue	09.00	23.00				
Wed	09.00	23.00		State any seasonal variations for the performance of live music (please read guidance note 4)  /		
Thur	09.00	23.00				
Fri	09.00	23.00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)  /			
Sat	09.00	23.00				
Sun	09.00	23.00				

**F**

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>	
Day	Start	Finish		Outdoors		
Mon	09.00	23.00	Please give further details here (please read guidance note 3)  OCCASIONAL ACTIVITY RELATED TO AN EVENT	Both		
Tue	09.00	23.00				
Wed	09.00	23.00		State any seasonal variations for playing recorded music (please read guidance note 4)  /		
Thur	09.00	23.00				
Fri	09.00	23.00	Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)  /			
Sat	09.00	23.00				
Sun	09.00	23.00				



**G**

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick [Y]. (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	Please give further details here (please read guidance note 3) <b>OCCASIONAL EVENT.</b>					
Mon	09.00	23.00						
Tue	09.00	23.00						
Wed	09.00	23.00				State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur	09.00	23.00						
Fri	09.00	23.00						
Sat	09.00	23.00				Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun	09.00	23.00						

**H**

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing <b>GENERAL COMMUNITY TYPE FORMS OF ENTERTAINMENT eg. QUIZ SHOWS, MAGIC SHOWS, ETC.</b>					
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick [Y]. (please read guidance note 2)	Indoor	<input checked="" type="checkbox"/>			
				Outdoor	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Mon	09.00	23.00	Please give further details here (please read guidance note 3) <b>OCCASIONAL ACTIVITY / EVENT</b>					
Tue	09.00	23.00						
Wed	09.00	23.00						
Thur	09.00	23.00				State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Fri	09.00	23.00						

Sat	09.00	23.00	Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)
Sun	09.00	23.00	

<b>Provision of facilities for making music</b> Standard days and timings (please read guidance note 6)			Please give a description of the facilities for making music you will be providing POSSIBLE HIRE BY MUSICAL GROUPS / BANDS (UNAMPLIFIED)							
			Will the facilities for making music be indoors or outdoors or both – please tick [Y] (please read guidance note 2)	<table border="1"> <tr> <td>Indoors</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Outdoors</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Both</td> <td><input type="checkbox"/></td> </tr> </table>	Indoors	<input checked="" type="checkbox"/>	Outdoors	<input type="checkbox"/>	Both	<input type="checkbox"/>
Indoors	<input checked="" type="checkbox"/>									
Outdoors	<input type="checkbox"/>									
Both	<input type="checkbox"/>									
Day	Start	Finish	Please give further details here (please read guidance note 3) OCCASIONAL ACTIVITY							
Mon	09.00	23.00								
Tue	09.00	23.00	State any seasonal variations for the provision of facilities for making music (please read guidance note 4)							
Wed	09.00	23.00								
Thur	09.00	23.00	Non standard timings. Where you intend to use the premises for provision of facilities for making music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)							
Fri	09.00	23.00								
Sat	09.00	23.00								
Sun	09.00	23.00								

<b>Provision of facilities for dancing</b> Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick [Y]. (see guidance note 2)						
			<table border="1"> <tr> <td>Indoors</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Outdoors</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Both</td> <td><input type="checkbox"/></td> </tr> </table>	Indoors	<input checked="" type="checkbox"/>	Outdoors	<input type="checkbox"/>	Both	<input type="checkbox"/>
Indoors	<input checked="" type="checkbox"/>								
Outdoors	<input type="checkbox"/>								
Both	<input type="checkbox"/>								
Day	Start	Finish	Please give a description of the facilities for dancing you will be providing POSSIBLE HIRE BY LOCAL GROUPS eg LINE DANCING, BALLROOM DANCING						

Mon	09.00	23.00	Please give further details here (please read guidance note 3)
Tue	09.00	23.00	/
Wed	09.00	23.00	State any seasonal variations for providing dancing facilities (please read guidance note 4)
Thur	09.00	23.00	/
Fri	09.00	23.00	Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)
Sat	09.00	23.00	
Sun	09.00	23.00	

GENERALLY AN EVENING ACTIVITY.

**K**

Provision of facilities for entertainment of a similar description to that falling within I or J Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment facility you will be providing GENERAL COMMUNITY TYPE FORMS OF ENTERTAINMENT ON A NON-REGULAR BASIS	
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both – please tick [X] (please read guidance note 2)	Indoor <input checked="" type="checkbox"/>
				Outdoor
Mon	09.00	23.00		Both
Tue	09.00	23.00	Please give further details here (please read guidance note 3)	
Wed	09.00	23.00	QUIZ NIGHTS, LECTURES CHILDREN'S ENTERTAINMENT DINNERS	
Thur	09.00	23.00	State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within j or k (please read guidance note 4)	
Fri	09.00	23.00	/	
Sat	09.00	23.00	Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list (please read guidance note 5)	
Sun	09.00	23.00	GENERALLY AN EVENING ACTIVITY	

L

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Wed					
Thur			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)		
Fri					
Sat					
Sun					

M

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			Will the sale of alcohol be for consumption (Please tick box Y) (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	
				Both	
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon	09.00	23.00			
Tue	09.00	23.00	POSSIBLE VARIATIONS AT CHRISTMAS/EASTER OR OTHER RELIGIOUS FESTIVAL IN CONJUNCTION WITH ANOTHER ACTIVITY		
Wed	09.00	23.00			
Thur	09.00	23.00	Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri	09.00	23.00			
Sat	09.00	23.00			

Sun	09.00	23.00	

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name.....

Address.....

Postcode.....

Personal Licence number (if known).....

Issuing licensing authority (if known).....

~~REFER TO SCHEDULE A ATTACHED.~~

**N**

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

N/A.

**O**

Hours premises are open to the public Standard timings (please read guidance note 6)			State any seasonal variation (please read guidance note 4)
Day	Start	Finish	
Mon	24	HOURS	/
Tue	24	HOURS	
Wed	24	HOURS	
Thur	24	HOURS	
Fri	24	HOURS	
Sat	24	HOURS	
Sun	24	HOURS.	

**Non standard timings. Where you intend to use the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)**

**P**

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)

WE HAVE DEVELOPED A HALL LETTINGS POLICY,  
A COPY OF WHICH IS ATTACHED TO  
THIS APPLICATION. THE HIRER IS BOUND  
TO AGREE WITH THE POLICY.

b) The prevention of crime and disorder

SEE ABOVE.

c) Public safety

SEE ABOVE.  
THE HALL IS MAINTAINED BY A COMMITTEE.

d) The prevention of public nuisance

SEE ABOVE.

e) The protection of children from harm

SEE ABOVE.  
ALL CHILDREN'S ACTIVITIES ARE EITHER  
RUN BY PARENTS OR ADULTS WITH  
APPROPRIATE CRB CHECKS.

Please tick ✓ yes

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable  N/A.
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent. (See guidance note 11) If signing on behalf of the applicant please state in what capacity.

Signature

Date

19/03/10

Capacity

PRIEST IN CHARGE

For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent. (please read guidance note 12) If signing on behalf of the applicant please state in what capacity.

Signature

Date

19/03/10

Capacity

CHAIRMAN - OUR LADY OF LOURDES SAWSTON PASTORAL COUNCIL

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)	
NICHOLAS ASH 16 ST. MARY'S ROAD SAWSTON	
Post town	Post code
CAMBRIDGE	CB22 3SP
Telephone number (if any)	
01223 513775 07979 964811	
If you would prefer us to correspond with you by e-mail your e-mail address (optional)	
nick.ash@ntlworld.com	

#### Notes for Guidance

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day, e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.



# Parish of Our Lady and the English Martyrs, Cambridge and Our Lady of Lourdes, Sawston.

## Our Lady of Lourdes, Sawston – Parish Hall Lettings Policy

### 1. Introduction

The Sawston Pastoral Council has adopted the following general policy with regard to the letting of the Parish Hall.

Our purpose in letting the hall is to provide an amenity for parishioners, parish groups and other groups in the wider local community. We have in mind that the Hall will be let for:

- ❖ Family celebrations related to religious events such as baptisms or first communion or related to significant family events
- ❖ The use of parish or community groups for social or educational purposes such as play groups, mother and toddler groups or cub or scout groups.

However overriding these purposes is our absolute priority of being and remaining a good neighbour to those who live in the immediate vicinity of the church and church hall. With this in mind it is **NOT** our intention to let the hall:

- ❖ *For the purpose of celebrating engagements, weddings or similar*
- ❖ *For discos of any sort*
- ❖ *Outside the hours of 9.00am and 10.00pm*
- ❖ *For events where alcohol is to be sold on the premises*
- ❖ *For the purpose of gaming or gambling*

### 2. Conditions of Hire

- ❖ Applications for hire of the parish hall shall be made to the Sawston Pastoral Council on the prescribed form accompanied by the appropriate deposit.
- ❖ The Sawston Pastoral Council retains the right to approve all applications for hire
- ❖ Any person hiring the hall must be 21 years of age or over.
- ❖ 25% of the total charge is due, in cash, with the application form and the full amount due will be paid before the hire date. In addition a security deposit, which is payable in cash, will be refunded after the hiring unless any damage or loss has occurred.
- ❖ The charge for the hire of the hall shall be £??.?? per hour
- ❖ The hirer may not sub let the premises or any part of them

### 3. Hirer's Responsibilities

- ❖ The use of the hall by the hirer shall be restricted to that stated on the application form
- ❖ Preparation and / or clean up time before and after an event must be included in the total time booked.



- ❖ The premises shall be left in a clean, tidy and secure state. Hirers are particularly asked to ensure that all windows and doors are securely closed and that all taps are turned off.
- ❖ No nail or any other fastening device, including sellotape, blue tac or any other adhesive device, shall be driven or pushed into any wall, partition, pillar or other fitting or furniture
- ❖ There are food warming facilities only; there are no cooking facilities and cooking is not permitted.
- ❖ The Hirer shall be responsible for the supervision of children under the age of 18.

#### **4. Health and Safety**

- ❖ In line with Health and Safety regulations the maximum number of people permitted in the hall shall be xxx
- ❖ The hirer is responsible for ensuring that any equipment brought into the hall complies with statutory safety regulations
- ❖ There is no telephone in the hall. Therefore organisers of events should ensure that a phone is available for use in emergencies

#### **5. General**

- ❖ Smoking is not permitted in the hall or on the premises.
- ❖ The Sawston Pastoral Council reserve the right of entry to the premises at any time during a booking
- ❖ The Sawston Pastoral Council reserve the right to immediately withdraw permission to hire should the hirer at any time not comply with any of the conditions of hire
- ❖ Car parking is restricted to designated parking places only
- ❖ All users of the hall must exercise due care and attention when entering and leaving the premises and will be considerate of the neighbours particularly as far as noise is concerned



# Our Lady of Lourdes Sawston

## Parish Hall

### Booking Form

Hirer Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Description of Event inc. number attending: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date and time required (inc. preparation and clear up times) \_\_\_\_\_

\_\_\_\_\_

Use of Kitchen: Yes or No

The hirer agrees to be bound by the Conditions of Hire (attached)

Hirer's signature: \_\_\_\_\_

Please note that smoking is not permitted in the hall or anywhere else on the site.

Please be considerate of our neighbours when using the Hall.

