

Room Hire Event Application

Form 1

Please fully complete and return as soon as possible, ensuring that you read and fully understand the Conditions of Hire

When you have completed the form please keep a copy for your records and return this copy to
The Manager, Poppleton Centre, Main Street, Upper Poppleton, York YO26 6JT. Tel: 01904 797478
Email: info@poppletoncentre.org.uk with your deposit of £100

Your details (PLEASE PRINT DETAILS CLEARLY)

1.	Name, address and telephone of person responsible for the obligations of the Hirer under this agreement	Name:	
		Address:	
		Post code:	
		Tel No:	Mobile No:
		Email address	

2.	Date of function	
3.	Type of function	
4.	Number of Guests Expected	
5.	Guests arrival time	
		Notes (i.e. if all day event please advise how many will be arriving during the day and at what time and how many in the evening and at what time):

Function Room details

6.	Booking Time ; standard booking times are shown below; please indicate your requirements in the box next to relevant room.		
	Day 9am – 4pm	Evening 4pm – 11:30pm	All day and Evening 9am – 11:30pm
Please note the bar closes at 11pm, and music finishes at 11:30pm and the Centre closes no more than half an hour after the later time. A half hour extension can be requested but is at the Centre's discretion. Please advise in sections 6a and 7a, and confirmation will be advised as soon as possible.			
Rooms			
Dodsworth			
Maypole			
Maypole & Dodsworth			
Sports Hal			
*Sports Hall + combined use of function room)			
Sports Pavilion, Millfield Lane			

If you are booking the Sports Hall for your event please the following.

6a.	Please indicate if you require the marquee or canopy only			
	Marquee (canopy and sides)		Canopy	

6b.	Do you require the use of our round tables. Tables are 5ft in diameter and seat between 6-10 people depending on place settings, please advise how many are required (1-10)	
	Notes: office use only	

Music provision

7.	Please tick relevant box below and ensure your music provider completes Form 2 (attached)					
	Band		Disco		Both	

7a.	Music must finish by 11:30 unless an extension to midnight has been requested and granted. Do you wish to request a music extension.	
	Yes/No	
	Notes: office use only	

Bar Details

8.	All drinks must be purchased though the Poppleton Centre Bar. No drinks can be brought into the premises Please contact Brett Walton on 0791 2440359 to discuss bar arrangements.	
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8a.	The bar closes at 11pm unless an extension has been requested and granted. Do you wish to request a bar extension to 11:30pm	
	Yes/No	
	Notes: office use only	

9.	Do you have any other special requirements

10.	Young person, 18 th and 21 st Birthday Parties.
	Special conditions are applied to parties – specifically there must be a ratio of 6 adults to each young person and an increased bond is normally required.

11.	Terms and Conditions: I have read and accept the Terms and Conditions of Hire for the Poppleton Centre.	
	Signed by Hirer:	Date:

Payments – Room Hire Charge

A deposit is required at the time of booking and the balance paid no later than five days before the event.
Payment can be made with either cash or cheque made payable to 'Poppleton Community Trust'

<i>For office use onl</i>			
Room hire charge	Amount	Paid Cash/Cheque	Date
Deposit	£100		
Balance			
Total Charge			

Week prior to your event

Please note, you will be required to pay a bond of £50 when collecting keys to the centre in the week prior to your event. Keys will only be issued on receipt of that bond.

****A bond of £200 is normally required for 18th and 21st birthday parties**

	Paid Cash/Cheque	Date Paid	Date Bond returned
Bond £			

Key set issued:	Date Keys Issued	Date Keys Returned:

office use only - Notes:



Music Provider Application

Form 2

Please read through sections 1-6 and complete where appropriate.

1.	Hirer's details	Name/Organisation:	
		Address:	
		Post code:	
		Date of Function	

2.	Details of Music Provider	Name/Organisation:	
		Address:	
		Post code:	
		Tel No:	Mobile No:
		Email address	
Please tick relevant box below			
Band			Disco

3.	Requirements place on music provider		
	Maypole or Maypole and Dodsworth		
	<ul style="list-style-type: none"> € All amplified music to be played through the sound limiter € Outside doors and windows to be kept closed when music is being played 		
Sports Hall			
<ul style="list-style-type: none"> € Band or other amplified music to be set up in the south west corner € Speakers to be placed on foam matting € Speakers to be directed towards each other to deflect sound € Outside doors to be kept closed when music is being played 			
Management of the Event	Event times		
A PCT Representative will monitor the noise levels during the event. The hirer and music provider undertake to respond to any reasonable request to reduce volume level. If the Hirer and/or Music provider refuses to act accordingly the event will immediately be terminated.	The availability of the venue is as stated in the hirer's agreement. Specifically the venue must be cleared within half an hour of the agreed finishing time for music.		

4.	Terms and Conditions of Hire:	
	I have read accept the Terms and Conditions of Hire and the specific conditions, listed above, relating to music.	
	Signed by Hirer:	Date:
	Signed by Music Provider	Date: