

**Gilwern Community Centre
BOOKING FORM**

Building required	Gilwern Community Centre Operating hours until 01.00hrs	
Name of organisation (if applicable)		
Name of person responsible for booking		
Address		
Telephone number		
Dates of booking		
Times of booking	From:	To:
Booking fee (Adult Party)	£	
Returnable deposit (if appropriate)	£40.00	

TERMS OF BOOKING

Please note: that the premises is a No Smoking venue.

1. Do you need to serve alcohol at your event? Please delete..... **YES/NO**
2. If you wish to sell alcohol this must be done with the agreement of Llanelly Community Council clerk under the terms of the premises licence. You must name a person to oversee the event and report any incidents to Llanelly Community Council clerk.
3. The Hirer **MUST** confirm the booking 10 DAYS before the hire date, and arrange to collect the key from the Council office.
4. Llanelly Community Council reserves the right to refuse any booking or cancel the event for non compliance with the terms of the premises licence.
5. The hirer shall ensure the numbers within the venue do not exceed the capacity for any particular event. The hirer shall also ensure they adhere to the operating hours and conditions, Llanelly Community Council premise licence states the maximum number of people permitted in the hall is 100, and the normal permitted hours are Monday to Sunday 9 a.m. to 00.30 hrs. Please abide by these conditions and keep the volume of music to an acceptable level.
6. The hire is responsible to ensure the emergency exits are kept clear at all times
7. The hirer agrees to abide by all polices of the hire including those relating to the consumption and sale of alcohol, prevention of public nuisance, and child and vulnerable adults protection.
8. The hirer accepts all the responsibility of risk against claims for damage, loss of property, or injury to persons resulting from the hirers use of the premises. Llanelly Community Council is insured against claims arising out of its own negligence, but not against claims against other users or hires of the community centre. Hirers should consider taking out their own insurance cover their liabilities.
9. The hirer shall ensure all rubbish is deposited off in the larger waste bins located to the rear of the building, and leave the tables and chairs in the same positions as you find them. Please clear any undue mess in hall, kitchen and toilets.
10. In the case of there being a booking the following morning, clearance is required on the night. Otherwise clearance is required by 9 a.m. the following day, but an extension may be permitted in the case of there being no bookings that day. Please clarify with the Clerk.
11. The hirer is responsible for any loss or damage incurred by any of their guests. Llanelly Community Council reserves the right to surcharge the hirer for any damage.
12. The hirer is responsible for the securing of the building by locking it and extinguishing all lights. All keys must be returned to Llanelly Community Council clerk the following day.

I/WE agree to the terms of booking

Signed:.....

Print Name:.....

Date:.....

Appendix

Policy on the sale of alcohol on the premises

The premises licence is granted by Monmouthshire County Council, and the schedule of the licence and the terms and conditions applying is displayed on the notice board within the community centre.

Only people 18 years and over are to sell alcohol

All bar staff and volunteers must be made aware of our obligations under the Licensing Act 2003.

- ***To do everything possible for the prevention of crime and disorder***
- ***To be aware and mindful of public safety***
- ***To prevent public nuisance***
- ***To protect children and vulnerable adults from harm***

Llanelly Community Council must give authorisation in advance to all volunteers selling alcohol on the premises and to induct the volunteers into the procedures and legal requirements.

All volunteers must be familiar with the operating schedule which describes how and at what times alcohol may be sold on the premises and what activities are permitted under the premises licence.

Young People

Under the schedule, people under the age of 16 are permitted in the bar area provided they are accompanied by a responsible adult, but persons under the age of 18 must never purchase alcohol in any circumstance. IT IS AN OFFENCE:

- ***To sell or knowingly allow a sale to a person under 18 years of age***
- ***To purchase or attainment to purchase alcohol if under 18 years of age***
- ***To purchase alcohol on behalf of a person under 18 years of age***

It is the responsibility of the hirer or volunteers serving alcohol to follow the under 18 rules, and to operate a Challenge 21 policy where the age of a person in any doubt. Appropriate signs should be displayed in the serving area regarding under 18s and Challenge 21 policy.

It is an offence:

- **To sell alcohol to a person who is or appears to be DRUNK**
- **To sell alcohol to any person who is buying or is believed to be buying alcohol for a another person who is, or appears to be DRUNK**

It is the responsibility of the hirer to ensure these rules are followed