



Broomhall Centre

Broomspring Lane, Sheffield, S10 2FB

T/F : 0114 2719105 E:

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www.broomhallcentre.org.uk

ONE OFF EVENT- BOOKING FORM

Contact name / group:

Contact address:

Email:

tel:

About your event

Type of event:

Date of your event:

Hours of your event:

How many people? (max. 140)

Age range:

Will alcohol be served? Y / N

Will alcohol be on sale? Y / N

Are you having a public performance of live entertainment?

Have you applied for a license? Yes / No

No sale of alcohol without a drinks license. A committee member must see the license. A 'Temporary Events Notice' (TEN) is available from Sheffield City Council. Tel: 0114 2734264.

Are you expecting to have loud music? Y / N

Is your event open to local people? Y / N

Will there be an entry charge? Y / N

Please read carefully the Agreement, Conditions of Hiring, the Safety Checklist and How to use the Kitchen, and sign the Agreement.

Please bring or post this form a £250 deposit and the signed Agreement to:
The Broomhall Centre, Broomspring Lane, Sheffield, S10 2FD

Cheques made payable to : Broomhall Centre

Please contact us for the keys in the week before your event. There is a £5 deposit on each key. You will need to bring identification with you, one with a photograph and one with an address.

Signed:

Date:

Office use: Deposit paid cash/chq

TENs License Number:.....

Agreement between the Broomhall Centre and individuals making a one-off booking of the centre for an evening event.

Background information. The reason we have to get you to sign this Agreement is because we have been made aware of serious infringements of our Conditions of Hiring. The following have been reported as happening in the past: -

- The building has been occupied long after 1.00am (even up to 6.00am)
- The doors have not been kept shut while loud music has been playing.
- People leaving the building have stood around outside talking loudly and even throwing bottles.

In sum, there has been a lack of consideration given to the fact that we are situated in a densely populated area.

We are in danger of the Council taking action against us.

Please note that your event should end at 12.30 at the latest, leaving you half an hour to **clean the Centre and replace all the furniture.**

Please read and sign your agreement to the following:

- I have read the following information sections including – Conditions of Hiring, the Safety Checklist and How to use the Kitchen.
- I agree to follow the instructions as given.
- I agree to tell everyone about the items on the Safety Checklist.
- I agree to use the front door to the Centre if there is loud music so that there are two sets of doors to reduce the noise.
- I agree to tell everyone leaving my event to leave quietly.
- I agree to respect local residents.
- I agree to have the building clean and ready to leave at 1.00am.

Signed:Date.....

Print name (and group name):

Address, phone number and email address:

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Office Use: Cancellation date.....charge.....

Copies of ID taken: Y / N Deposit paid: Cash/Chq TENs license number.....

Keys returned: Y / N Deposit repaid : Y / N Date repaid:
If No state reasons: