

St John's Place  
 Lower Road  
 Lower Bemerton  
 Salisbury  
 Wiltshire, SP2 9NP



**St. John's Place**  
*the heart of the community*

## Booking Form

Provisional bookings will be held for 14 days only from date of enquiry.

<i>Date of hire:</i>	
<i>Time required</i>	
<i>Purpose of Hire</i>	
<i>Approx number of people attending</i>	
<i>Hirer's Name(s):</i>	
<i>Hirer's Address:</i>	
<i>Email:</i>	
<i>Daytime contact;</i>	
<i>Evening contact:</i>	

If you wish to serve alcohol at this event please tick here and complete page 2 of this form.

If you propose playing amplified music after 11:00 pm please tick here  
 You will need to read and sign a 'Hirer's Noise Management Responsibilities' form

### **DECLARATION:**

By signing this application, I agree to comply with the Terms and Conditions of Hire attached and the Fire Safety procedures. I understand and agree that hall hire costs are charged in addition to the refundable deposit and that the deposit is not counted as part payment towards the event. If Terms and Conditions are adhered to, deposits are ready to be collected within 1 week of the date of hire.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

### **OFFICE USE ONLY:**

Deposit £	Date Paid	Booking cost £	Date Paid



## Please complete this page only if you plan to sell or serve alcohol

Please read the 'Sale and Supply of Alcohol' policy which applies to St John's Place and select your option:

Option 1) A person holding a Personal Premises Licence will attend YES/NO  
Please indicate the name of the person/organisation) who will be providing alcohol if this is known at the time of booking:

\_\_\_\_\_ (Details can be supplied later but are needed at least 4 weeks in advance of the planned event)

Option 2) I am applying to Wiltshire Council for a Temporary Event Notice YES/NO

Option 3) I would like to use the St John's Place Premises licence YES/NO

If option 3 is selected

A designated person must be appointed to be responsible for the sale or supply of alcohol and must be familiar with the terms and conditions of the Premises Licence and with the "Sale and Supply of Alcohol" policy for St John's Place.

Name of Designated Person: \_\_\_\_\_

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

Telephone number(s) \_\_\_\_\_

Email: \_\_\_\_\_

I have read the 'Sale and Supply of Alcohol' policy and will ensure that other people selling or serving alcohol at this event are also aware of this.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Designated person for the event to be held at St John's Place on: \_\_\_\_\_

Notes:

- (1) The Designated person needs to be known at least 4 weeks in advance of the proposed event.
- (2) The Operations Group at St John's Place need to assure themselves that any designated person for an event properly understands their responsibilities in respect of the supply of alcohol, and the person named above may be contacted by a member of the Operations Group for this purpose.