


**South Oxford Community Centre
Lake Street Oxford OX1 4RP**

www.southoxford.org

enquiries@southoxford.org

 01865 242666

Hiring information

DATED

1.1 Date(s) required:

Day(s) required

Start and finish time

Preparation

Is this a regular booking? Yes/no

1.2 The Hirer

(a) Name

(b) Organisation

Address

.....

Contact Telephone Number(s)

Commercial Use? Yes / No

Are you a registered charity or a not for profit organisation? Yes / No

1.3 Premises

Main hall

The Brenda Horwood Room

Room 2/3

Annexe;

The Gill Garratt Room

DoJo

Storage of equipment

1.4 Purpose/description of hiring?

.....
If birthday party, please add in the age.

Will this be a public or private event? Public / Private

(a) If public is this a ticketed event? Yes/No

1.5 Is food to be provided at the event? Yes / No

2. The Association has a Premises License and other permissions authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event:

Activity - tick or cross in relevant columns.	The Hall is licensed for:	Times for which the Centre is licensed:	Indicate activities to take place at this event	Licences or insurance may be required [*]
a. The performance of plays	NO			
b. The exhibition of films	NO			
c. Indoor sporting events	NO			
d. Performance of live music	YES	09.00-23.00		*
e. Playing of recorded music	YES	09.00-23.00		*
f. Performance of dance	YES	09.00-23.00		*
g. Entertainment similar to those in a - f	YES	09.00-23.00		*
h. Making music	YES	09.00-23.00		
i. Dancing	YES	09.00-23.00		
j. Entertainment similar to those in h- i	YES	09.00-23.00		
k. Sale of alcohol to all adult users of the building.	NO			See 2.1
l. Dance classes [regular or one off booking]		09.00-23.00		*
m. Martial Arts [regular or one off booking]		09.00-23.00		*

If insurance or licences are required, then current copies must be submitted before your booking takes place

2.1 Have you indicated at 2(k) that alcohol will be available at your event? Yes / No

2.2 Please indicate how many people are attending including the organisers/performers.

Room	Max permitted	No of guests
Main Hall	100	
Meeting Room 2	16/12	
Meeting Room 3	16/12	
The Gill Garratt room	75/50	
The Brenda Horwood Room	75/50	
DoJo	On request	

Where two figures are on the table, they show standing and seated numbers accordingly.

Do any of your group have any kind of disability that they would need assistance in case of emergency? Yes/No

I have read the General Rules and the Standard Conditions of hire and will abide by them.

Signed by the person named at 1.2 above, duly authorised, on behalf of the hirer:

.....
N.B. this information form is not an agreement