


**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

Time required (Hours)

Including preparation

Is this a regular booking? Yes/no

1.2 The Hirer

(a) Name

(b) Organisation

(c) Name of Organisation's

Authorised Representative

[if different from above]

Address

.....

Contact Telephone Number and email

Commercial Use? Yes / No

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

1.3 Premises

Which room are you interested in? If you need advice on the correct room to use for your booking please leave this blank and add more details into the description below

Main hall

The Brenda Horwood Room

Room 2

Room 3

The Gill Garratt room

DoJo

Storage of equipment is available only by written request to the Management Committee

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		*
n. Keep fit, yoga and Pilates [regular or one-off bookings]		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 for sale at your event? Yes / No
If not are you are looking at having alcohol available or asking guests to bring their own? Yes/No

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

Room	<i>Max permitted</i>	<i>No of guests</i>
Main Hall	100	
Meeting Room 2	16/12	
Meeting Room 3	16/12	
The Gill Garratt room	60/30	
The Brenda Horwood Room	60/30	
DoJo	On request	

Where 2 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 for hire and the 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