**Deal Town Hall Booking Form**

**Chamber and/or Committee Room**

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| **Date of Hire:**  **Times required: Please note access will not be given any earlier than the time stated below.**  **Access to the Town Hall required - From: To:**  **Event Start Time - From: To:**  **Name of Hirer:**  **Name of responsible person at the event:**  **(this must be someone who will be present for the duration of the booking)**  **Name of Organisation (If applicable):**  **Registered Charity Number if applicable:**  **Address:**  **Postcode:**  **Telephone Number:**    **Email address:**    **Purpose/Type of Function/Event:** |
| **Please tick appropriate box for rooms required:**  **Chamber Committee Room** |

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| **Chamber** | **Room Layout (i.e. A, B, C, D, E):** Refer to pictures of examples. If you would like some variation on any of the layouts or more options, please contact the Event Manager who can assist you with this. |
| **Committee Room** | **Room Layout (i.e. A,B,C,D):** |
| **Please detail any further information required to assist with your booking requirements**  Chamber: Please note the maximum number of  guests for this room must not exceed 70 dependent  on room layout.  Committee Room: Room capacity available on  request and dependent on room layout | **Number of Guests:**  **Requirements:** |

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| **Additional Information - please tick appropriate adjacent box** | |
| **Kitchen -** Please indicate if you require use of the following:  **Use of kitchen; to include plates, cups, saucers, cutlery, glasses, glass water jugs and hot water urn, cooker & microwave. (£30.00)**  **Tablecloth hire**   **(£7.00 Per cloth)** | **Yes No Urn**  Please indicate no. required |
| **Digital projector/Screen or digital display screen. FREE**  **Free Wi-Fi Access. FREE**  **Roaming Microphone. FREE**  **Piano. FREE** (Please note; tuning is the responsibility of the hirer). |  |
| **Are you intending to sell alcohol at your event?  (**Please note if the answer is yes you must apply to Dover District Council for a licence and supply Deal Town Council with a copy one week prior to your event)  **Are you intending to provide alcohol at your event?** (If yes you must sign and return the Providing Alcohol Licensing Objectives declaration). |  |

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| **Do you need a PRS licence to Perform?** (If yes, it is your responsibility to obtain one). | Please tick box to confirm you are compliant. |  |

**Deal Town Council cares to ensure the security of personal data. This is done through appropriate technical measures and relevant policies. Data is kept for the purpose it was collected for and only for as long as is necessary.   
(See our Privacy Notice & Retention Policy online at:** [**www.deal.gov.uk**](http://www.deal.gov.uk) **for further information)**

A collage of a meeting room

Description automatically generated  
A collage of a room with tables and chairs

Description automatically generated

A meeting room layouts with tables and chairs

Description automatically generated

**Declaration**

Please sign and return it to the Facilities Manager with your completed booking form, and the Providing Alcohol Licensing Objectives declaration if applicable.

I confirm that I have read and understood the Conditions for Hire of Deal Town Hall and agree that I will adhere to them.

**Print Name:**

**Signature: Date:**

**Electronic signatures will be accepted if returning by email.**

Return to:

Gary Simpson.

Facilities Manager

Email: [gary.simpson@deal.gov.uk](mailto:gary.simpson@deal.gov.uk)

Deal Town Council

Town Hall

High Street

Deal

CT14 6TR

01304 361999

**FOR OFFICE USE ONLY: Form check list**

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| --- | --- | --- | --- | --- |
| **DATE** | **Forms** | **Checked** | **Comments** | **Signature of facilities Manager** |
|  | Hire form |  |  |  |
|  | Alcohol |  |  |  |
|  | PPL/PRS |  |  |  |
|  | Risk assessment |  |  |  |
|  | Insurance |  |  |  |
|  |  |  |  |  |

**Deal Town Council  
Providing alcohol at your event free of charge**

If you are intending to provide alcohol free of charge at your event in the Town Hall, the Hirer/Responsible Person must adhere to the following Licensing Objectives:

* Prevention of Crime and Disorder.
* Public Safety.
* Prevention of Public Nuisance.
* Protection of Children from Harm.

It should be noted that the following, among other things, are offences under the Licensing Act 2003:

* the sale or supply of alcohol to children under 18 years of age (maximum fine on conviction is a fine up to level 5 on the standard scale, currently £5,000).
* allowing the sale of alcohol to children under 18 (maximum fine on conviction is a fine up to level 5 on the standard scale, currently £5,000).
* knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (maximum fine on conviction is a fine up to level 5 on the standard scale, currently £5,000).
* allowing disorderly behaviour on the premises (maximum fine on conviction is a fine up to level 3 on the standard scale, currently £1,000).
* the sale of alcohol to a person who is drunk (maximum fine on conviction is a fine up to level 3 on the standard scale, currently £1,000).
* obtaining alcohol for a person who is drunk (maximum fine on conviction is a fine up to level 3 on the standard scale, currently £1,000).
* knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user or any individual aged 18 or over who has been authorised for this purpose by the premises user (maximum fine on conviction is a fine up to level 1 on the standard scale, currently £200); and
* knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported (maximum fine on conviction is a fine up to level 3 on the standard scale, currently £1,000).

**Declaration: I confirm that I have read and understood the above guidance for providing alcohol at an event and will be the person responsible for ensuring that the objectives are followed for my event.**

**Print Name:**

**Signature: Date:**