



Application for the hire of
Tamu Samaj UK Nepalese Community Centre

The Card Room
660 Harrow Road
Barham Park
Wembley HA0 2HB
Tel: 07867128714, 07727060179

PLEASE READ ATTACHED CONDITIONS OF HIRE BEFORE COMPLETING THIS FORM. Return Form to:
Tamu Samaj UK Nepalese Community Centre
The Card Room, 660 Harrow Road, Barnham Park, Wembley, HA0 2HB

Please use this form to make an application to hire the Hall for your event. Once your application has been received we will process it as quick as possible and then someone will contact you to arrange for a deposit payment to be made in order to confirm your booking, but please remember that everyone at the Centre is a volunteer and gives up their free time for nothing, so this may take a day or two. All applications are processed in the order that they are received.

If you want a printed copy of this form to complete by hand, **do not print this page** – instead download a PDF version that can be printed.

TIME OF HIRE :	FROM:	TO:	DAY OF WEEK:
	AM/PM	AM/PM	

NUMBER OF PEOPLE EXPECTED TO ATTEND? (PLEASE CHECK CENTRE CAPACITY)	
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Name of Organisation:.....
.....

Purpose of Hire:

Person Arranging the Hire who will be responsible for the building/guests and arranging payment:
(applicants must be 21 years of age or over and proof may be required – photo driving licence/passport)

Name.....

Address:.....
.....

Tel No: Home Mob

Email:

A Temporary Event Notice (TEN) must be applied for if using the premises in the following instances –

***Performance of a play.**

***Selling alcohol.**

*** Exhibition of a film.**

***Indoor sporting event.**

***A club supplying alcohol.**

	Yes	No	
Do you wish to sell alcohol?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Temporary Event Notice needed from Licensing
Are you a Club supplying alcohol?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Temporary Event Notice needed from Licensing
Will there be food at the event?	<input type="checkbox"/>	<input type="checkbox"/>	Please ask about Food Safety.
Are you selling tickets in advance?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, SIA Door supervision required - see condition.
Will any electrical equipment be used?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, sight of valid PAT certificate required 2 weeks prior to event date.

Please note dates required are financial year – April to March.

Please circle dates required on calendar below.

APL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
MAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JUN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
JUL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
AUG	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SEPT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
OCT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
NOV	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
DEC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FEB	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	(29)		
MAR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Payment:

- Payment for all facilities is in accordance with the published schedule of charges and must be made in advance of the hire date(s). See code 3 & 4.
- If your payment is not received by the date(s) as outlined, your hire agreement will automatically be cancelled without further reference and access to the site prohibited.
- Any additional costs incurred by the Centre for damage to the building/fixtures and fittings/cleaning etc will be deducted from deposit. See code 17.
- Cancellations/changes to hire Made by the Hirer: Must be made to this office in accordance with the regulations and conditions of hire and must be confirmed in writing by letter or email. See code 6.

THE CONDITIONS FOR COMMUNITY CENTRES ARE ATTACHED FOR YOUR INFORMATION AND RETENTION.

PLEASE READ TO ENSURE YOU FULLY UNDERSTAND BEFORE SIGNING BELOW.

By completing and signing this Hire Application and Conditions of Hire you are agreeing that the information given may be disclosed to other departments with Brent Council. You acknowledge the organisation/club's details to be passed onto relevant third parties. It will not be used for any other purpose unless required by law.

Declaration:

I hereby apply for the use of the Tamu Samaj UK Nepalese Community Centre's facilities at the venue and on the date(s) mentioned above. I acknowledge that the use of facilities is subject to the Tamu Samaj UK Nepalese Community Centre Terms & conditions and regulations of hire for community centres, a copy of which I have read and understood and I agree that I will be held responsible for any damage incurred as a result of my event. I agree to end the event by the time stated above, and to vacate the centre no later than 30 minutes after that time.

I agree to accept and comply with the terms of the conditions and that the application and the declaration is a contract between the Tamu Samaj UK Nepalese Community Centre and me.

Name:.....

Signed: Date.....

Responsible Person (Seconder)

Name:

Signed: Date:

Address:

.....

Tel No:

Email:.....