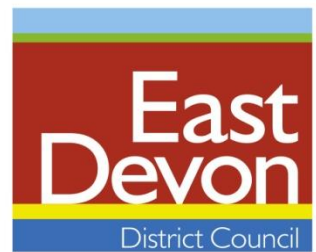


Application for Hire of the Civic Suite Rooms, The Knowle



This form must be completed and signed by the person who will be responsible for the full compliance with the Premises Licence Conditions throughout the period of the hiring

NB: Applicants must be aged 18 or over at time of booking.

Full Name of Applicant _____

Address _____

Postcode: _____ Tel No _____

Name of Organisation (If applicable) _____

E Mail address: _____

Room/ Rooms Required Council Chamber..... Committee Room..... Kitchen..... (Please tick)

Estimated number of Attendees _____

Dates Required: _____ Access Time _____ Departure Time _____

_____ Access Time _____ Departure Time _____

(If the accommodation is booked for more than one day and the access and departure times vary, please give times for each day)

Purpose of Hire/Nature of event _____

Please Circle which is applicable

- | | | | |
|----|---------------------|-----|----|
| 1. | Kitchen requirement | Yes | No |
| 2. | Projector use | Yes | No |
| 3. | Music live/recorded | Yes | No |
| 4. | Ticket sales | Yes | No |

Your attention is drawn to the supplementary charge for the performance of music

(If you have answered Yes to Question 3 or 4, Performing Rights Royalties may be payable. Please see details on Hire Charge form)

5. Is Alcohol being supplied or sold Yes No

(If you have answered Yes to Question 5, please supply details of the person to be responsible for the Issue or the sale of the alcohol and confirm that they are over the age of 18 years)

Name _____ Address _____

Postcode _____ Tel No _____

Licence No if holder of a Personal Licence _____

(Please notify the Council of any subsequent change in this nomination)

Notes

(i) The Premises Licence issued under the Licensing Act 2003 provides for the sale of alcohol. The Designated Premises Supervisor of East Devon District Council, Council Offices, Knowle, Sidmouth EX10 8HL is Mr Mark Russell Williams.

(ii) The conditions applicable under the Premises Licence are available at the premises; a copy can be issued upon request.

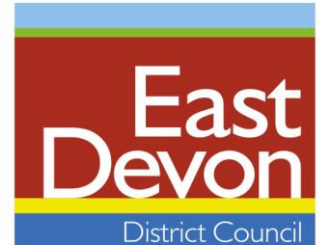
Signed _____ Date _____

PLEASE COMPLETE AND RETURN THIS HIRE FORM WITHIN ONE CALENDAR MONTH TO:

Mrs Joy Loveridge, Streetscene, East Devon District Council, The Knowle, Station Road, Sidmouth EX10 8HL

Hire Charges for Knowle Sidmouth

1 April 2010 to 31 March 2011



	Charges *		
	Morning 8-30 –1pm Afternoon 1pm -5pm	Evening 5pm - Midnight	All Day 8-30am to Midnight
	£	£	£
Council Chamber Meetings, Coffee Mornings etc including use of kitchen for coffee/tea only	97.50	126.50	224.00
Parties, Dinners, Dances, Suppers & Wedding Receptions (Inclusive charge for Council Chamber, Kitchen and Committee Room)	163.00	222.00	385.00
Committee Room	37.50	60.00	97.50

Supplementary Charges	
Supplementary usage	After midnight £36.50 per hour
Deposit	A 20% non refundable deposit is required with the Completed Application form, in accordance with Special Condition 18 of the Application form
Commercial Rates	Add 100% of the above charges plus VAT
Set up Rates	If set up of the function is required on a Friday evening for the Saturday event, a charge of £54.50 will be applied.

* Charges for non-commercial use includes VAT @17.5%

See page 2 for Schedule of Charges for Performing Right Royalties

Schedule of Charges for Performing Right Royalties

(From 1 April 2010)

Music

When music is performed by either 'live' or mechanical means (whether background or as a main feature of the Programme) a supplementary charge will be made for royalties which are paid by the Council to the Performing Right Society, (see schedule below for charges and exemptions)

Committee Room

Seating Capacity: 40

Council Chamber

(Where the premises are let for the performance of music whether by live or mechanical means)

Seating Capacity: 120 Dancing Capacity: 200

Tariff	Type of Function	* Charge £	
GP	Disco/Dance/Dance Display/Catered Function Tea Dance/ Social	£18.00	
LC	Classic/Light Classical Concert For events with an average admission charge (gross admission receipts, including VAT, divided by total number of persons admitted) over £5.00	4.80% of takings (minimum charge 20.53)	
	For events with an average admission charge (gross admission receipts, including VAT, divided by total number of persons admitted) of £5.00 or less	£10.27 for first 50 persons, then £5.13 for every 25 persons admitted thereafter	
LP	Light Popular Concert/Band Concert	3% of Box Office Receipts (Minimum charge £32.00)	Total Box Office receipts to be notified within 7 days of the performance

* VAT will be added at the current rate to the above amounts shown.

Exemptions:

Services of Divine Worship

Complete performance of dramatic-musical works (operas, operettas, musical plays, pantomimes and revues insofar as they consist of words and music written expressly for them) and ballets; where permission must be sought from the publisher or other copyright owner.

Wedding Receptions and Private Parties provided that:

- attendance of guests is by personal invitation only (except for staff, performers, etc.)
- the function is held in a privately booked room, not at that time open to the general public
- there is no form of charge made for admission
- there is no financial gain to the organiser or host (eg the hirer of the Hall) of a function.