



**LICENSED EVENT BOOKING FORM: ST CHAD'S CHURCH SHREWSBURY**

**Organiser(s) must ensure that they have read and understood this Agreement and the Standard Conditions of Hire. On signing the Agreement they enter into a contract with The PCC of St Chad's Church Shrewsbury that could be used in evidence should legal action become necessary.**

<b>Event details</b>	Date of the Event			
	Is the event being held in	The Church <input type="checkbox"/> The Parish Hall <input type="checkbox"/> Both <input type="checkbox"/>		
	Time at which the event begins			
	Time at which the event ends			
	Access is required from			
	Nature of the event			
	Anticipated numbers			
<b>Organiser &amp; Contact details</b>	Name			
	Contact Address			
	Post Code			
	Telephone Number: landline			
	Telephone Number: mobile			
	Email address			
	Name of the organisation			
	Nominated responsible person at the event			
<b>Liquor requirements</b>	<b>Is alcohol to be served for which there will be a charge? If so, please complete:</b>			
	<b>Where is alcohol to be served?</b>	<b>Inner/Outer Vestibule of the Church</b> <input type="checkbox"/> <b>The Parish Hall</b> <input type="checkbox"/>		
	Is this being supplied by	The Organiser <input type="checkbox"/> An external Company <input type="checkbox"/>		
	If YES, then what alcohol will be sold? <i>Please tick as appropriate</i>	Full bar i.e. spirits, beers etc. <input type="checkbox"/> Beer and/or soft drinks <input type="checkbox"/> Wines and/or soft drinks <input type="checkbox"/> Other ..... <input type="checkbox"/>		
		Please note that water must be available without charge.		
	From when will alcohol be served?		Until what time?	
	<b>LICENCE:</b>			
	<b>a. Temporary Event Notice: No.</b>		Copy attached <input type="checkbox"/>	
	<b>b, Details of a Personal Licence Holder who will be present when alcohol is being served. A copy of the Personal Licence must be attached to this Form.</b>	Name		
		Address		
Post Code				
Personal Licence No.				
<b>c. Failing which a Letter of Authorisation must be held before alcohol can be served.</b>	Issued by			
	Issued on			



# LICENSED EVENT BOOKING FORM: ST CHAD'S CHURCH SHREWSBURY

<b>Bar furniture</b>	Tables can be supplied by St Chad's Church on request.	6' No: ..... 4' No. ....
<b>Bar equipment</b>	All other equipment including disposable glasses must be supplied by the Organiser.	

## Terms & Conditions

**For the avoidance of doubt these T&C supplement those signed by the Hirer.**

- If the Parish Hall is required then this will be charged at the published tariff.
- **The premises & Car Park MUST BE vacated by 2300 hours.**
- **Bar equipment must be removed from the premises before leaving and the premises left clean & tidy.**
- Not less than 72 hours prior to the date of the Event, the Organiser(s) will be required to provide St Chad's Office with a copy of all relevant Notices that will be displayed during the hours during which alcohol will be served – and specifically but not limited to: Tariff & Measure(s); "Under 25"; DPS Letter of Authorisation".
- The Organiser(s) shall comply with the "Mandatory Conditions" and "Conditions consistent with the operating schedule" as applicable to the Premise Licence, *a copy of which are available on request.*
- No guests will consume their own alcohol. This is a condition of the licence being issued and the PCC of St Chad's Church Shrewsbury reserves the right to withdraw all bar facilities immediately if this condition is ignored.
- Glasses must not be taken into the nave of the Church.
- In the event that the Event Organiser is responsible for the provision of the sale of alcohol, then they must be in possession of St Chad's Church Shrewsbury's DPS signed Letter of Authorisation and comply with the requirements of that Letter and the Licensing Act 2003 *et seq* and agree to the display of all required signage.
- **Smoking**  
For the avoidance of doubt, St Chad's Church and the Parish Hall are strictly "No Smoking" premises and the Organiser shall, and shall ensure that all attending the Event, comply with the prohibition of smoking including vaping in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. The Hirer shall ensure that anyone wishing to smoke or vape does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.
- No liability is accepted for loss, damage or consequential loss caused by any failure to perform our obligations (whether due to negligence by us, our employees or sub-contractors, or other due causes), but this does not exclude liability for death or personal injury as required by law.
- **Drunk and disorderly behaviour and supply of illegal drugs**  
The Organiser shall ensure that in order to avoid disturbing neighbours in the vicinity of the Church and/or the Parish Hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Act 2003.

Signed: .....

Print Name: .....

Date: .....

Once completed, this Form should be returned **NOT LESS THAN 14 DAYS PRIOR TO THE DATE OF THE EVENT** to:

The PCC of St Chad's Church Shrewsbury  
c/o St Chad's Office  
1 St Chad's Terrace  
Shrewsbury SY1 1JX

Admin use only  
Reference number

or, emailed to: [venuebooking@stchadschurchshrewsbury.com](mailto:venuebooking@stchadschurchshrewsbury.com)