

# Tremayne Hall

## Hirer Requirements and Agreement Form

Hirer	Organisation <i>if appropriate</i>	Purpose of hire
Area(s) needed		Is kitchen essential
Date of hire	Time of hire	
<i>Except for weddings, space is booked in 4 hour sessions. Use of the hall after 23.00 is subject to the approval of the Management Committee</i>		

Hirer's address	Telephone <i>home and mobile</i>
	E-mail

**If you would like your event publicised on The Tremayne Hall website, please send details to our webmaster at [info@tremaynehall.org](mailto:info@tremaynehall.org) giving date, time, room, content, price and ticketing info**  
*Alternatively, if you don't have access to the internet, please provide information here*

*To comply with Fire Regulations it is necessary to ensure hall/room maximum occupancy is not exceeded. For most activities this will be a simple matter, but there will be occasions when attendance has to be determined by a counting device. A tally counter is available from the Booking Officer.*

*Any function which sells or supplies alcohol shall pay deposit of £100 (clause 13) . The deposit will be returned if no additional costs are incurred by the Management Committee.*

<b>We will ensure maximum occupancy is not exceeded</b>	
<i>With the Tremayne Hall Tally Counter</i>	
<i>Without the Tremayne Hall Tally Counter</i>	

<i>Will you be supplying alcohol ?</i>	
<i>If yes, please contact Cornwall Council Licensing Office 01872 224506 for advice in accordance with the Licensing Act 2003?</i>	

<i>Do you require use of the kitchen?</i>	
<i>Main hall users must permit access to other users to use the kitchen (clause 15). Main Hall users: Is this a problem for you?</i>	

<i>Do they advise that you obtain a Temporary Event Notice (TEN)?</i>	
<i>Will you be applying for a TEN ?</i>	

**I have read the Conditions of Use of the Tremayne Hall and agree to abide by them. I am over 18 years of age.**

*Signed* ..... *Dated* .....

*Please send completed and signed form to The Tremayne Hall Booking Officer:  
Pat Willmore, 7 Trevellan Road, Mylor Bridge, FALMOUTH TR11 5NE  
Telephone 01326 372168, E-mail [patwillmore@aol.com](mailto:patwillmore@aol.com)*