

Tremayne Hall Requirements Form

Hirer	Organisation (if appropriate)	Purpose of Hire
Areas needed		Is kitchen essential?
Date of hire	Time of hire	
<i>Use of the hall after 11pm is subject to the approval of the Management Committee</i>		<i>Except for weddings, space is booked in 4 hour sessions.</i>

Hirer's address	Telephone numbers
	Email address

If you would like your event publicised on the Tremayne Hall Website please send full details to our Webmaster at info@tremaynehall.org or provide information here.

<p>To comply with fire regs it is necessary to ensure hall/room maximum capacity is not exceeded.</p> <p>We will ensure maximum occupancy is not exceeded</p>	<p>Any function which sells or supplies alcohol shall pay a deposit of £100.</p> <p>Will you be supplying alcohol?</p>
With the Tremayne Hall tally counter available from the booking officer.	If yes please contact Cornwall Licensing on 01209 614440 for advice.
Without the Tremayne Hall tally counter	Do they advise that you obtain a Temporary Events Notice (TEN)?
Do you require use of the kitchen?	Will you be applying for a TEN?
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 have read the Conditions of Use of Tremayne Hall and agree to abide by them. I am over 18.

Signed: _____ Date: _____

Please send the completed and signed form to the booking officer:
 Michael Jeans-Jakobsson, 26 Lemon Hill, Mylor Bridge, Falmouth, TR11 5NA
 Email: info@tremaynehall.org Telephone 01326 374767