

No.
Entered.
Centre.

London Borough of Enfield
 Director of Education

PO Box 56, Civic Centre, Enfield, EN1 3XQ
 Telephone: 020 8379 3393/3389
 Fax: 020 8379 3118

The Lettings Office is only open for telephone enquires between **9:30am and 4:00pm**

APPLICATION FOR THE USE OF ANGEL COMMUNITY CENTRE

To be completed and returned to the above address by the person who will be responsible for the payment of the charges for the use of the accommodation and other facilities and who will give the indemnity required by the conditions laid down by the council.

LICENCES

Applicants are advised that a licence, issued by Environmental Services, is required for the following forms of public entertainment, at any premises in Greater London.

- a) Public music, or public music and dancing.
- b) Public performances of plays (including opera and ballet).
- c) Cinematograph exhibitions to which the public are admitted on payment.
- d) Cinematograph exhibition for children who are members of a cinema club

Application forms are available from this office on request, and should be completed by the hirer of the premises and forwarded to Education Lettings.

Certain applications will be subject to the committee approval and the booking should not be regarded as confirmed until the permit is received.

With effect from 8th July, 1985 the Education Committee have agreed that the minimum period of notice for lettings shall be extended to six working weeks.

SECTION A (To be completed by ALL users)

a) Name of Organisation

b) Aims of Organisation

c) Name of leader of Organisation who will be in attendance (if different from applicant)

SECTION B

Name of Premises Required:

ANGEL COMMUNITY CENTRE

<i>Accommodation and other facilities required.</i>	<i>Tick as required</i>
Staff room for up to 8 people.	
Conference room for up to 16 people.	
Small hall for up to 40 people.	
Large hall for meetings up to 150 people.	
Large hall for social functions for up to 140 people.	
Multi-User Games Area (Outdoor)	
Kitchen hire.	
Fully licensed bar facilities.	

Day of week of proposed occupation	
Date(s) of proposed occupation	
Time of proposed occupation	From: To:

SECTION C (To be completed by **ALL** users)

1. Name of object of meeting

2. Estimated numbers to be present.

(a) Adults

(b) Young

(c) Under 8 yrs

3. Will all persons present be bonafide members of the Organisation? (state yes or no).

4a. Will alcohol be available? (State yes or no)

4b. If yes, state:

(i) Whether wine, beer or spirits.

(ii) If bar to be used.

(iii) If corkage to be paid?

5a. Will any changes be made to the persons attending? (State yes or no)

5b. If yes, state:

(i) Amount of charge.

(ii) To what purpose will proceeds be devoted?

6. Will copyright music be performed? (state yes or no).

SECTION D (To be completed by **ALL** users)

To the Council of the London Borough of Enfield (hereinafter referred to as "the council").

I (Mr./Mrs./Miss) (BLOCK CAPITALS)
(Applicant)

and I, (BLOCK CAPITALS)
(Guarantor)

both being over the age of 18 years, hereby apply for the permission for the Applicant to use the before mentioned accommodation and other facilities as set out overleaf, it being understood that if such permission be granted it will be subject to the conditions made by the Council in relation to the use of the premises, copy of which we have received, and that such permission will be effective only so long as such conditions are duly observed and performed.

I, the applicant, hereby undertake and agree with the said conditions should such permission be granted.

The Council has effected a Policy of insurance in respect of the use of the above accommodation which subject to its terms and conditions applies (inter alia) to:

1. The legal liability of myself in respect of claims by the Third Parties (other than my employees) for injury or damage occurring during and in direct connection with the event for which we have permission to use the premises (but excluding liability for damage to property belonging to the Council) up to the limit of £500,000 in respect of any one accident.
2. The contractual liability of myself for accidental damage to the premises and contents the property of the Council (excluding damage by fire and explosion which is covered by insurance otherwise effected by the council) in accordance with the terms and conditions for the use of school premises up to the limit of £1000 in respect of property at any one school with an excess of £10.00 for each and every claim.

Provided that immediate notice in writing shall be given to the Director of Education PO Box 56, Civic Centre, Enfield, EN1 3XQ, of any accident, damage or proceeding and that no repudiation of liability negotiation or admmissive of liability shall be made to any Third Party.

We, the Applicant and the Guarantor, hereby jointly and severally agree to indemnify and keep indemnified the Council from and against all loss, damage, costs, claims, demands, expenses or charges which the Council may sustain or incur in respect of any matter arising out of the use of the accommodation or the conditions relating thereto insofar as the same are not covered by the said or any other policy of insurance effected by the Council or the obligation to give notice if accident, damage or proceeding as a foresaid is not fulfilled by us and to pay to the Council on demand all such sums as may be payable by reason of this indemnity.

Signature of Applicant.....

Occupation.....

Address.....

Telephone No. Home..... Work.....

Signature of Guarantor.....

Occupation.....

Address.....

Telephone No. Home..... Work.....

Date.....