**ST MARY’S CHURCH**

**HIGH PAVEMENT**

**NOTTINGHAM**

# NG1 1HN

**BOOKING FORM 2**

**ADDITIONAL INFORMATION**

|  |
| --- |
| Name of Organisation: |
| Name of event: |
| Date of event: |
| FOOD AND DRINK |
| Will you be serving food? **Yes / No** |
| Caterers to be used: |
| Will you be serving alcohol? **Yes / No** |
| If alcohol is to be sold, a Temporary Event Notice from Nottingham City Council will be needed unless the vendor has a personal licence.  Please select one option below:  1 No alcohol will be sold ………………………….  2 A TEN will be obtained and the named holder will be: ………………………………………………….  3 A personal licence holder will sell alcohol and their name is: ……………………………………… |
| SEATING AND LAYOUT |
| The church has 350 modern chairs, along with a limited number of older chairs. Additional chairs can be brought in to the church at the hirer’s expense.  Do you plan to do this? **Yes / No** If so, how many? |
| The chairs in St Mary’s are normally set out in rows.  Will you need any change to this arrangement, or will you need all the chairs to be moved so that the floor is entirely clear? Please give details.  *Please note that there may be a charge for complex rearrangements.* |
| Would you wish to move any other items of the church’s furniture from their normal positions?  **Yes / No**  If yes, please give details: |
| ACCESS |
| Limited parking may be available in the churchyard by prior arrangement. There is level access to all letting areas and a toilet for people with a disability. Will anyone attending your event have any additional accessibility needs?  **Yes / No** |
| HIRER’S OWN EQUIPMENT |
| Do you plan to bring other equipment in to the church?  **Yes / No**    If so, please give details. (We advise against equipment which might damage the church in any way, in particular heavy items which might harm the floor surface. The hirer will be responsible for making good any damage). |
| Will you be using any electrical equipment that does not belong to the church?  **Yes / No**    If yes, please give general details below, including dates of relevant PAT testing:  Name of person responsible for electrical equipment: |
| Please list any equipment which might place a heavy electrical load on the church’s system, and estimated total loading in kW: |
| EXIT HANDOVER |
| Following your event, the church must be left clean and tidy and all rubbish must be removed from the site. Please give details of arrangements. |

**P T O**

*Please sign and date below to confirm that the information you have given is correct.*

Signed: ………………………………………………………………….

Date: ……………………………………………………………………..

Please return this form to the Events Coordinator

email: [events@stmarynotts.org](mailto:events@stmarynotts.org)

mobile 07549 376789

with any requests for any further information about facilities and bookings at St Mary’s.

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Office use only

Date:

Taken by: