



**CHAMBER OF FEOFFEES**

**COLYTON TOWN HALL**

Parish Lands Charity (243224)

The Chamber holds a licence to sell alcohol as follows:

Fri/Sat 1100-0030 Sun to Thurs 1100 – 2300

This application for the sale of alcohol at an event must be completed by the same person who is hiring the Hall (part of Standard Conditions of Hire.) The current fee is £ ....

Organisation name:.....

Name of Hirer:.....Address:.....

.....

Tel no:.....(home).....(mobile)

Date(s) required.....(Time) from .....to.....

Brief description of event:.....

I apply for Authorisation DPSA/01 to sell alcohol at this event. I also accept responsibility for additional persons below to sell alcohol. I accept the authorisation of the DPS to sell alcohol in his absence. I confirm that I have received, read and understood a copy of the Conditions of Hire and I am aware of the social and legal obligations and my responsibilities regarding the sale of alcohol.

Name	Address	Tel no
1.		
2.		
3.		
Continue overleaf if necessary		

Signature of Hirer:..... Date.....

This form must be returned to the **Caretaker not less than 14 days before the event** who will give it immediately to the **Designated Premises Supervisor**. He will complete the necessary **Authorisation DPSA/01** required by East Devon District Council. The form will be place in a folder under the Bar in the Town Hall. It must be available for inspection by Officers of all the Relevant Authorities.

**ALCOHOL CANNOT BE SOLD AT AN EVENT WITHOUT A VALID DPSA/01**

## APPLICATION FOR THE HIRE OF THE FEOFFES TOWN HALL COLYTON

<b>Name of applicant:</b>		
<b>Address:</b>		<b>Tel no:</b>
<b>Name of organisation</b>		
<b>Name of event</b>		
Which will be                      Public		Private    (Circle one)
<b>Date(s) required</b>	<b>Time(s) from</b>	<b>to</b>

<b>Please circle the desired accommodation</b>	<b>Main Hall</b>	<b>Stage</b>	<b>Kitchen</b>	<b>Mortimer Room</b>	<b>Entire Hall</b>
--	------------------	--------------	----------------	----------------------	--------------------

<b>Hire Fee (see charge sheet) £</b>	<b>Deposit £</b>	<b>Balance £</b>
<b>Additional Special Deposit (see standard conditions 2)</b>		<b>£</b>
<b>A Premises Licence</b> is held as below. Please circle if appropriate		
<b>Activity</b>	<b>Daily</b>	
a,b Performance of plays and exhibition of films	19.00 – 23.00	Hall capacity
c Indoor sporting events	10.00 - 23.00	seated
d Boxing/wrestling entertainment	19.00 – 00.00	(up to 270)
g Performance of dance	11.00 – 23.00	Dancing
l,j,k making music, dancing or similar	14.00 - 23.00	(up to 315)
	Fri/Sat	Sun to Thurs
e,f,h Live and recorded music	19.00 – 01.00	19.00 – 23.00
m Sale of alcohol requires completion of the application form overleaf	11.00 – 00.30	11.00 – 23.00

**Supervision for all Events.** There must be **TWO** competent adults (over 21) deemed capable by the Hirer of keeping order and controlling an emergency for up to 100 persons, **THREE** up to 249 persons **FOUR** up to 315 persons. Extra attendants are required for events where most persons are below 16 years of age or disabled, or where the sale of alcohol takes place. The Chamber may require that all or some of the attendants **are registered door supervisors**

<b>The adults in attendance at this function will be</b>		<b>in number</b>
<b>Name</b>	<b>Name</b>	
<b>Address</b>	<b>Address</b>	
<b>Tel No</b>	<b>Tel No</b>	
Add others overleaf		

I agree to comply with all conditions relating to the use of the Feoffees' Town Hall contained herein and in the Hire Charge Sheet and 'Standard Conditions of Hire'

**Signed** **Date**

Invoices will be sent to the applicant unless otherwise notified