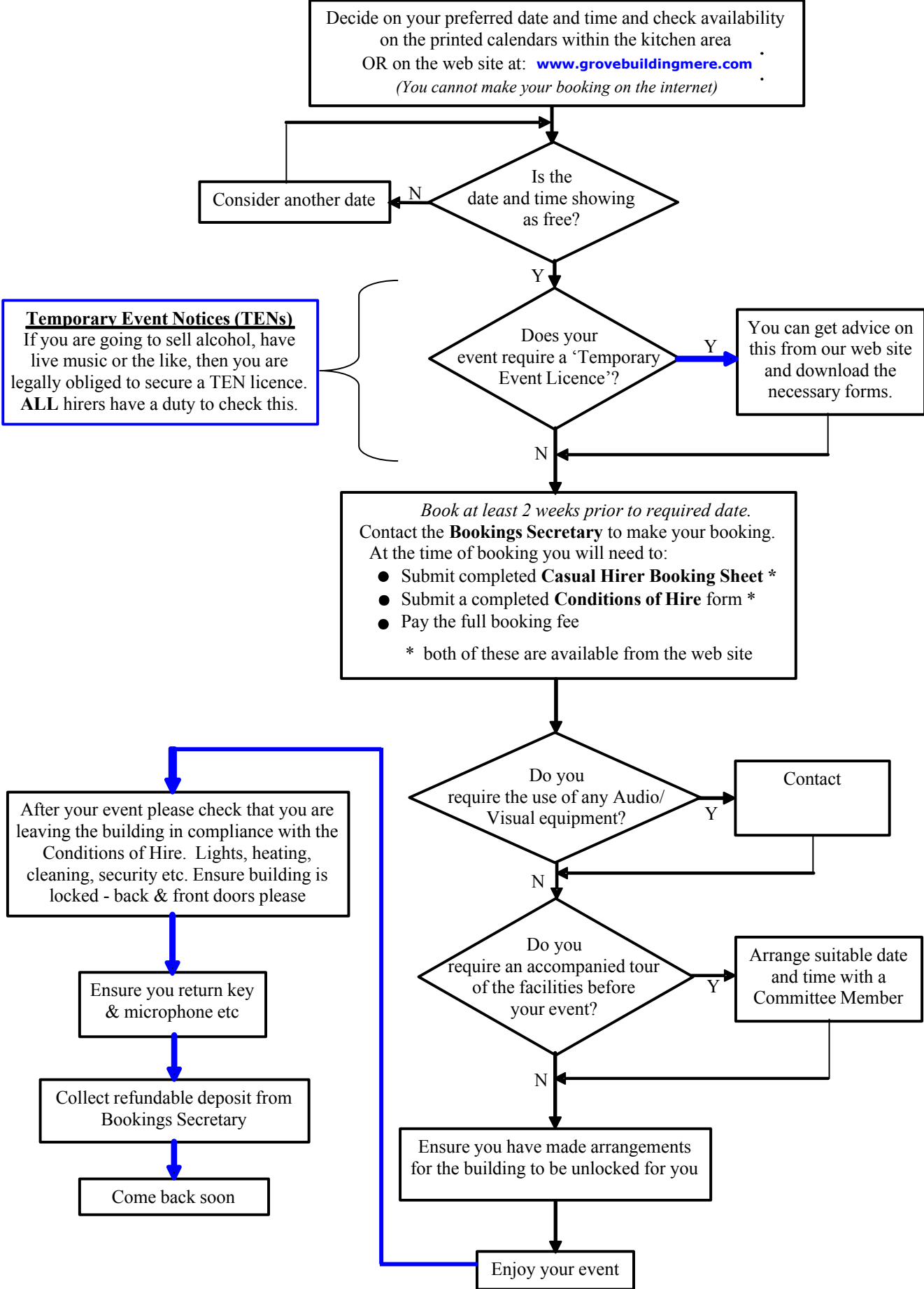


Grove Building - Check List for Hirers



Temporary Event Notices (TENs)
 If you are going to sell alcohol, have live music or the like, then you are legally obliged to secure a TEN licence. **ALL** hirers have a duty to check this.

You can get advice on this from our web site and download the necessary forms.

Book at least 2 weeks prior to required date.
 Contact the **Bookings Secretary** to make your booking.
 At the time of booking you will need to:

- Submit completed **Casual Hirer Booking Sheet** *
- Submit a completed **Conditions of Hire** form *
- Pay the full booking fee

* both of these are available from the web site

After your event please check that you are leaving the building in compliance with the Conditions of Hire. Lights, heating, cleaning, security etc. Ensure building is locked - back & front doors please

Ensure you return key & microphone etc

Collect refundable deposit from Bookings Secretary

Come back soon