

# LOWDHAM PARISH COUNCIL

Clerk's address: 25 The Green, Radcliffe-on-Trent,  
Nottingham, NG12 2LA  
Telephone: 0115 933 5921  
E-mail: [billbanner1@virginmedia.com](mailto:billbanner1@virginmedia.com)



[www.lowdham-pc.gov.uk](http://www.lowdham-pc.gov.uk)

## Event Booking Form

This form is to be completed for all bookings of the **Southwell Road Community Building, Off Old Tannery Drive, Lowdham, NG14 7PS** by individuals, groups and commercial undertakings.

**Please note: The building has the benefit of Broadband (Wi-Fi) and a Hearing Loop**

### Organiser:

|              |         |
|--------------|---------|
| Name         | Address |
| Phone        |         |
| Email        |         |
| Organisation |         |

**On site Caretaker: Martin Holford: 07772955323**

### Event Details:

|   |                               |
|---|-------------------------------|
| What type of event is it? (e.g. Meeting, children's party, exercise class, concert, talk, film show, etc)                         |                               |
| Expected attendance (Max 60 seated)   |                               |
| Date<br>(Regular bookings indicate day & times)   |                               |
| Start / Finish time   |                               |
| How much access time do you need to set up for the event if any?  |                               |
| Will you use any outdoor areas (Sports field or MUGA)<br>Please indicate type of use (e.g. bouncy castle, games, stalls or sport) | Yes / No                      |
| Will live music be played? (a)  | Yes / No                      |
| Has your organisation got third party insurance cover for the event? (b)  | Yes / No      Policy Details: |
| Who will be the contact during the event?   | Name:<br>Mobile number:       |

|  |          |
|--|----------|
| <b><u>Do you require use of:</u></b>               |          |
| <b>Adjoining Sports Changing rooms</b> (extra fee) | Yes / No |
| <b>Kitchen and crockery</b> (included in hire fee) | Yes / No |

**Notes**

- a) Temporary events licences (TEN's) must be obtained **by the organiser** from Newark & Sherwood District Council at least 28 days in advance for any live entertainment and a copy sent to the Parish Clerk. Evening events **must finish by 21.30 and the facility vacated by 22.00** due to proximity of residential property.
- b) Commercial undertakings, sporting and fitness classes **must** have a separate third party liability cover; private parties, fundraising events and meetings may be covered by the Parish Council's policy.
- c) The building has a kitchen and two toilets (one disabled access).
- d) The sale of alcohol is not permitted at this facility.

**Hire fees** - full payment due in advance of hire date as follows (£10 non-returnable deposit is required):

Per session of 3 hrs max (am/pm/evening)

Residents of Lowdham £24                      Non-Residents £30

All day booking – Residents £50      Non-Residents £60

Commercial undertakings including classes £40.

An hourly rate of £18 is also available for exercise and educational classes

Extra fee for use of sports changing rooms    £18

Payment by cheque to Lowdham Parish Council (Deposit will be due on confirmation of the booking) OR  
by bank credit: HSBC              Sort Code    40 35 18                      Account Number    65113830

**Please note that the organisers are expected to ensure the building is used in an appropriate manner and left clean and tidy after the event. Tables and chairs must be folded and stored in trolleys provided and all rubbish placed in appropriate bins outside building. Car parking must be within the designated area and parking outside the adjacent houses should be avoided. Any damage must be reported.**

**Either I or my nominated contact will be present during the event and take responsibility for the appropriate use of the building.**

**Signed \_\_\_\_\_ Date \_\_\_\_\_**

**When completed please return form to:**

**Parish Clerk, Bill Banner, 25 The Green, Radcliffe-on-Trent, Notts, NG12 2LAE-mail:  
[billbanner1@virginmedia.com](mailto:billbanner1@virginmedia.com)                      Tel: 0115 933 5921**