

**Kidderminster Town Council**

**Wyre Forest House**

**Finepoint Way**

**Kidderminster**

**Worcestershire**

**DY11 7WF**

**Tel: 01562 732680**

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| **Open Spaces Booking Form**  |
| **Before completing a booking form, please read the conditions of hire and hire charges.** **Time for setting up and clearing MUST form part of your hire time.**  |
| Full Name ------------------------------------------------------------------ | Contact No. ----------------------------------------------------------- |
| Address ------------------------------------------------------------------ | Email ----------------------------------------------------------- |
|  Organisation ----------------------------------------------------------------- ----------------------------------------------------------- |
|  Charity or Commercial? ----------------------------------------------------------------- ---------------------------------------------------------- |
| Arrival Date -----------------------------------------------------------------  | Time-----------------------------------------------------------  |
| Departure Date ------------------------------------------------------------------ | Time ---------------------------------------------------------- |
| Event Start Date ----------------------------------------------------------------- | Time ----------------------------------------------------------- |
| Event End Date ------------------------------------------------------------------ | Time-----------------------------------------------------------  |
| Purpose of Hire ---------------------------------------------------------------------------------------------------------------------------------- |
| Which Area is Required?  |
| St George’s Park  | Baxter Garden’s  | Broadwater’s Park  |
| Other  |
| I/We agree to comply with all instructions given on behalf of the Council’s Chief Executive / Public Realm and Operations Manager and that on acceptance thereof by the Council this application and the Conditions of Letting shall be deemed to be a contract between myself/ourselves and the Council.  |
| **50% of the hire fee is required to secure the booking along with this booking form.** **Full payment is required 14 days before the booking.** **Temporary Event Notices**You need a Temporary Event Notice (TEN) if you want to carry out a licensable activity on unlicensed premises, or if a particular licensable activity is not included in the terms of your existing licence.Licensable activities are:* selling alcohol
* serving alcohol to members of a private club
* providing entertainment, such as music, dancing or indoor sporting events
* serving hot food or drink between 11pm and 5am

The process of applying is formally known as ‘serving’ a Temporary Event Notice.You can use the link below to serve a TEN on any of the six licensing authorities in Worcestershire:<https://www.worcsregservices.gov.uk/all-services/licensing/alcohol-and-entertainment/temporary-event-notices>**Please note that toilet facilities are not provided as part of the park booking. If required, it is the responsibility of the booking party to arrange these facilities through an external service provider. Details of any such arrangements must be provided to the Council before your booking is confirmed.**Payment details below can direct into our bank account: Barclays Sort Code: 20-46-06Account Number: 30880450Ref: (date of booking) |
|  Date  ------------------------------------------------------------- |
| Signed ----------------------------------------------------------------  | Printed ------------------------------------------------------------- |

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