

FRANCIS PLAIN RECREATION AREA BOOKING FORM for VENDORS

Name (Person Responsible): _____

Organisation/ Association: _____

Registered Charity: Yes/ No (If yes, please provide charity number: _____)

Address: _____

Email: _____

Telephone no. (W) _____ (H) _____

Date required: _____

Block bookings: Day required: _____ Date commencing: (/ /) until (/ /)

Time: Start: _____ End: _____

Facilities required:

Trading space location: _____
(Please state the identified area you wish to set up)

- *Please note that if you are anticipating applying for permission for a bar, Education Committee have asked for this to be located behind the Pavilion/Shed and NOT in the shed or the area in front or to the side of the Shed/Pavilion*

Type of activity planned:

Selling Alcohol only

Selling Food only

Selling BOTH food and alcohol

Please read and sign the terms and conditions which apply overleaf.

*** Please note that this is being piloted on a trial basis in the first instance

Booking Terms & Conditions:

General:

- The hirer must ensure that everybody making use of the facilities complies within the conditions of use.
- The hirer should ensure he/she or his/her representative is present throughout the booking.
- The hirer accepts responsibility for any damage caused to Francis Plain facilities or equipment during the period of hire and will be liable for the cost of rectifying the damage, any such damage shall be reported immediately to the School.
- The hirer shall leave the area being used in a clean and orderly state.
- The school will make every effort to carry out its part of the booking but cancellations may be necessary on some occasions, for example circumstances beyond the school's control such as bad weather. It may become necessary to terminate such booking.
- No alterations, additions or fittings for any apparatus, equipment or decoration shall be carried out with permission of the Caretaker.
- Smoking is not permitted on any area of the Francis Plain site.
- No vendor should obstruct the passage of vehicles and/or pedestrians.
- Vendors can only apply to the school for a licence for **two months**. Applications can then be made within two weeks of the expiration date of the previous licence for a further two months.***

Food Vendors:

- When selling food, vendors must ensure that they have the **relevant documents from Environmental Health approving them to be able to sell food.**
- The Vendor is responsible for bringing their own equipment – no equipment such as tables, etc can be loaned from the school for such purposes.

Selling of Alcohol

- With immediate effect the Bar area can only be set up at the **back** of the shed or pavilion.
- If alcohol is to be sold, a **2m barrier should be erected** around the bar area to define this as such.
- The use of **glass items should be kept to a minimum** and where possible, plastic glasses should be used. We encourage the use of canned beer/cider. Bottle tops should be disposed of appropriately.
- At no time is alcohol allowed on the playing field.
- At any time the bar should close at **7.30pm**, allowing for Francis Plain to be vacated by 8pm.
- **A license must be obtained if alcohol is to be sold;** selling alcohol without a license to do so is a criminal offence. The individual responsible for and present at the event must apply for the license. For further information of advice please contact the Licensing Officer on tel no. 22470.

Please contact us if you'd like to discuss your booking: email wendy.fuller@princeandrew.edu.sh or phone 24290

I have read and agree to the booking terms and conditions.

Signed _____

Date _____

For office use only

Booking accepted: _____

Date _____

Principal Caretaker

Date _____

Headteacher

Booking confirmation sent by _____

Date _____

Invoiced raised by _____

Date _____

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