



# Sandgate Town Council

## Event Booking Form

Name of Event:		
Purpose of Event:		
Organisation:		
Event Organiser Name:		
Event Organiser Tel:		
Date of Event:		Notes:  There are no kitchen facilities - therefore refreshments should be brought in if required.  If alcohol is being sold or consumed an alcohol licence may be required (the Library is not a licensed premises).
Start time:		
Finish time:		
Access required from:		
Will refreshments be served?		
Will alcohol be served?		

### Terms and Conditions:

*The event should not cause a noise nuisance to residents of the building*

*Events attendees shall not cause a disturbance to residents on entry or exit of the building.*

*The Library should be left in a clean and tidy condition - with chairs and tables being replaced as they were found.*

*All food waste should be removed after the event.*

*A Councillor shall be in attendance, on the premises, throughout the event.*

*The event organiser shall be responsible for layout of furniture as required for the event.*

*All screens or other items of furniture not available in the Library shall be hired from external supplier by the organiser.*

*All Health and Safety procedures shall be followed as necessary*

Sandgate Town Council  
Sandgate Library  
Sandgate High Street  
Sandgate Kent CT20 3RR

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