

POLRUAN TOWN TRUST

Registered Charity No. 232749

Clerk: Zena Tett, 22 Meadow Close, Polruan, Cornwall PL23 1QS

Email: clerk@polruantowntrust.org

OLD COAL WHARF APPLICATION FORM:

1.	APPLICANT:	
	(a)	Name:
	(b)	Address:
	(c)	Email:
	(d)	Telephone/Mobile:
2.	I HEREBY CONFIRM:	
	(a)	We hold Public Liability Insurance and a photocopy of the current Policy Certificate is attached.
	(b)	We confirm there will be adequate persons from our organisation present during the event to manage and supervise the event for the protection of all members of the public present.
	(c)	We have read and agree to abide by the Terms and Conditions for use of The Old Coal Wharf Polruan.
	(d)	We would like to make use of the additional facilities / equipment available on the premises and therefore need keys to access them: (Tick all applicable boxes) ☐ Power points in main area by meter box. ☐ Power points under shelter. ☐ Public Address System, this has a connection to take an MP player or similar (not supplied). ☐ Lights in / on Shelter. ☐ Canvas Side Screen to Shelter - Kept in attic cupboard of shelter.

		☐ Sail covering part of main centre area – please contact the Clerk 1 week before your event to arrange for raising of the sail. YES/NO It is our intention to use amplification for music and / or other matters (Delete as appropriate) NOTE: IF STATING THAT AMPLIFICATION WILL BE USED WE NOTE THAT NOTIFICATION REGARDING INTENDED USAGE ETC. HAS TO BE GIVEN AS DETAILED IN THE LETTING CONDITIONS AND THIS WILL BE COMPLIED WITH.
3.	TERMS & CONDITIONS FOR USE OF THE OLD COAL WHARF, POLRUAN:	
	(a)	No Individual or organisation will be able to make use of the premises without holding valid Public Liability cover which is valid for “events in other locations in addition to those on own premises” and providing a photocopy of the valid certificate attached to the application.
	(b)	The user states and agrees by signing the application form that:
		• They will risk assess the event they propose to hold on the premises. • They will have sufficient helpers present during the event to manage and supervise the running of the event for the protection of the Public present. • That it is accepted that the area is a Public Open Space and therefore no person can be required to pay a fee for access to the premises or stopped from entering the premises. • That if any item (bench etc) is moved to facilitate the running of the event it will be replaced at the end of the event in its original position. • That if any “open flame” appliance (barbecue, pig roaster, etc) is used on the premises, then a suitable fire extinguisher with “in date” servicing history will be present on the premises at all times that such appliance is present on the premises. • That any item brought onto the premises for use in connection with the event will be removed from the premises at the end of the event and the safety / condition of any such item is the entire responsibility of the individual or organisation bringing the item onto the premises. • That, before leaving the premises at the end of the permitted event, the individual or organisation will clear up and leave the premises in clean and tidy order. • That any additional areas which are used will be locked up at the end of the event and the keys returned to the Clerk of the Trustees no later than the morning of the day after the event. • That it is realised that there are residential premises in the locality and therefore best endeavours will be made to be responsible neighbours with regard to noise etc. especially with regard to the volume of live / recorded music particularly when amplified. • That where the activity proposed is licensable and involves the use of amplification the event will be advertised locally for at least 10 working days in advance and notification to both the Environmental Health and Licensing Departments at Cornwall Council will be made in writing at least 10 days in

		advance providing details relating to the nature of the event, start and finish times and details of the organisation holding the event (copying such notification to the Clerk of the Trustees). That the usage for which the premises are required is either exempt from the Licensing Act 2003 or permitted under the License that Polruan Town Trust hold under such act (copy available for inspection on request) and it is noted that any such usage of the premises, whether under the terms of the act or not, will cease no later than 11:30pm having started no earlier than 9:00am or 10:00am in the case where amplification of any sort is being used.
	(c)	As a general rule, Polruan Town Trust WILL NOT be in favour of licensed bars on the Old Coal Wharf. However, if any organisation is considering having a bar, notification must be in writing when making the initial enquiry to book The Old Coal Wharf.
4.	PAYMENT:	
	(a)	Registered charities or any other fund-raising organisation – FREE OF CHARGE
	(b)	Private functions – £80
	(c)	Commercial organisations – charges on application (depending on the benefits to the local community).
	(c)	ALL organisations to make a donation towards electricity if used, and overall ongoing maintenance for the Old Coal Wharf.
I AGREE TO ACCEPT THE ABOVE TERMS OF THIS APPLICATION:		
Name of Organisation if applicable:		
Event: (BBQ / Coffee Morning etc)		
Date of Event:		
Time of Event:		
Name of Responsible Person:		
Signature:		
Date:		
By signing this form, you accept liability for this event on behalf of the organisation detailed and understand that this booking is not valid until payment has been made. Please retain a copy for your records and return a signed copy to the Polruan Town Trust.		