

POLRUAN TOWN TRUST

APPLICATION FOR USE OF THE OLD COAL WHARF POLRUAN

To: POLRUAN TOWN TRUST

c/o The Clerk to the Trustees, A. Fisher, 17 Kendall Park, Polruan, PL23 1DJ

I on behalf of
(Name of responsible individual) (Name of organisation if applicable)

Hereby apply to be able to use The Old Coal Wharf, Polruan.

On(date) during (times)

For:
(Detail intended usage - Coffee Morning, Barbecue, etc.)

I hereby confirm:

1. We hold Public Liability Insurance and a photocopy of the current Policy Certificate is attached.
2. 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.
3. We have read the Terms and Conditions (overleaf) for use of The Old Coal Wharf Polruan and hereby agree to abide with them.

We would like to make use of the additional facilities / equipment available on the premises and therefore need keys to access them:

(Tick box for items wishing to use)

- 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.
- Awning covering part of main centre area - instructions for erection will be supplied.

It is our intention to use amplification for music and / or other matters - YES / NO (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.

Signed: Dated:
(The person signing this form accepts liability for this event on behalf of the organisation detailed)

Contact details:

Address:

Telephone: Mobile Phone:

Email:

POLRUAN TOWN TRUST

TERMS & CONDITIONS FOR USE OF THE OLD COAL WHARF, POLRUAN

- 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.
- 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 is 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 is 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 bought 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 emitted 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
- 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.