

FLORENCE PARK COMMUNITY ASSOCIATION

CORNWALLIS ROAD, COWLEY, OXFORD OX4 3NH

Request for Temporary Event Notice

The FPCA has a premises license for the centre which covers the following licensable activities:

The Centre is licensed for*:	At these times:
Supply of alcohol	} Mon and Tues 19:30 to 23:30 } Wed and Thurs 17:00 to 23:30 } Friday 19:30 to 00:00 } Saturday 12:00 to 00:00 } Sunday 12:00 to 23:00
Plays	
Indoor sporting events	
Live music	
Recorded music	
Performance of dance	
Anything of a similar nature to live or recorded music or dance	
Films	Daily 12:00 to evening (times as above)

* a copy of the premises license is available on the Oxford City Council website

If your activity requires a license and falls outside of these categories or times, you can apply to the city council for a Temporary Event Notice. However you must fill out this request to the committee first. The centre is limited to 12 TENs each year and the committee must ensure that activities at the centre overall further FPCA’s charitable aims.

Request for consent for a Temporary Event Notice to be given for an event at Florence Park Community Centre (‘the Premises’).

I hereby apply to Florence Park Community Association for consent to give to the Licensing Authority a Temporary Event Notice to hold the following licensable activities at the hall on the following date(s) and times and in the following location(s):

Date(s):

Time:

Description of event:

Licensable Activities: (see the Rules & Hire Agreement)

.....

Location(s): Main Hall, Front Room, Kitchen, Entrance Hall, Outside areas

Request for Temporary Event Notice continued

I hereby undertake to comply with the provisions of the Licensing Act 2003 (and any regulations there under) as they relate to a Premises User holding a Temporary Event Notice (TEN) and to indemnify the Association’s management committee for any obligations there under. I undertake, in particular, to notify the Police Authority within the required time and not to allow the sale of alcohol to those aged under 18 or to those who are drunk or disorderly.

Signed by the person named at 1.3 of the Hiring Agreement:

Name (in capitals):

.....

Signature:

I hereby authorise the person named above to give a Temporary Event Notice to the Licensing Authority for the area for the event described above on the date(s), at the time(s) and in the location(s) specified above.

Signed by the person named at 1.2 of the Hiring Agreement, duly authorised, on behalf of the Association's Management Committee:

Name:

.....

Signature:

.....

Charity Number 304301

Revised 7 June 2013

*Community
Matters*
SUPPORTING LOCAL COMMUNITIES

Florence Park 
Community Centre