



ADULT SOCIAL CARE AND WELL-BEING Application for Hire of Day Centre Premises

Notice to Potential Hirers. Lettings may not commence until written confirmation has been received from the Premises Manager.

Your Details	
Name of Group:	Contact Person:
Contact Address:	
Postcode:	Telephone Number:

Your Requirements		
Name of premises required:		
Purpose (give details):		
Maximum number of people attending at any one time:		
Facilities required:		
Date(s) of letting (please allow 10 days for processing):	From:	To:
Times of letting:	From:	To:
Please use this space to write any comments or additional requirements:		
Charge level agreed (if applicable):		

The regulations and charges will be enforced by the Borough of Poole Adult Social Care and Well-being Unit. Periodic checks may be made to ensure compliance. Hiring will be subject to conditions and responsibilities being observed and will be at the discretion of the Premises Manager. The Council and Premises Manager reserve the right to terminate hiring agreements if any of the regulations are broken.

Declaration of Hirer		
I agree to abide by terms, conditions and guidelines, and agree to indemnify the Borough of Poole against any liability whatsoever which may arise out of the letting of premises to me. I am over 18 years of age.		
Signed	Designation	Date

Please send this form to the Premises Manager
Manager's signature:

Note to all managers.
Please note that Premises Managers (establishments) are responsible for ensuring that hirers are made fully aware of requirements relating to fire safety, security of premises and any charges.