

Dear Hirer

If you're interested in hiring the space, please complete each question on the form below with as much information as possible. A member of the team will be in touch to discuss your hire. Look at what space to hire is available in our calendar on the website:

<https://theobserverbuilding.org.uk/whats-on/>

Regretfully, at this point in the project we can only support events involving food, drink or loud music unless the hire is for 1 month or more. This is because we need to apply for a temporary events notice for each individual event.

What we need from you

1. A signed Hirers Agreement document and Terms of Hire, which you will receive from us once we have agreed to hire you space
2. Evidence of how you will manage risk at your event
3. Your Public Liability Insurance certificate or similar
4. A £30 deposit in exchange for a key, which will be returned at the end of your hire on inspection of the space

**Name**

First: \_\_\_\_\_ Last \_\_\_\_\_

Email: \_\_\_\_\_

Date of Event – From: -- / -- / ---- To: -- / -- / ----

Time of event: From: -- / -- To -- / --

**Planned use of the space**

**How many people do you expect will use the space at any one time?**

**What staff presence will you be providing at the event?**

**Will children be attending the event?** Yes / No

**What events like this have you run before?**

**How will you manage risk at the event?**

**Do you plan to serve alcohol or food or play loud music?**

**Alcohol**      Yes / No

**Food**      Yes / No

**Loud Music**      Yes / No

**What insurance do you have?**

**Tell us about any community benefit created by your event**

**Are you able to offer anything to the Observer Building redevelopment though your event? e.g. positive PR/communications about the project, rights to photographs / films, contacts or new networks**