

Temporary Event Notice – Licensing Act 2003

A notice for a temporary event, or to extend the permissions of a current premises licence.

Premises name: STONE, ROCK COURT,

Has the applicant supplied:

Temporary Event Notice Form (TEN)

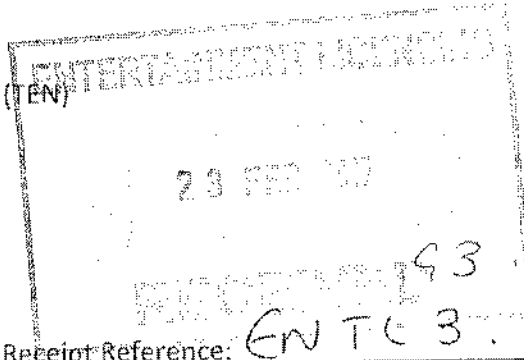
Plans - Optional

- Included in scan
- Collect from 2GGS

Fee (£21)

- Cash (paid to Credit Union) Receipt Reference: ENTL 3
- Cheque
- Pay by card – Phone number to call _____

Best time to call _____



Original documents (as above) seen by Customer Services Officer.

Signature: 

Name (block capitals) 

Date 23-2-17

Please scan this checklist with all documents, and send to entertainment.licensing@leeds.gov.uk

Please return the original documents back to the customer – with the exception of any plans that cannot be scanned (place these in safe).

Advise the customer to hold onto the forms in case there are any amendments required.

Notes: Temporary event notice form
cover letter,
support letter.
Booking / quote form.



EW Ten/00557/17

TEN

Entertainment Licensing, Leeds City Council, Civic Hall, Leeds, LS1 1UR

Temporary Event Notice

Before completing this notice, please read the guidance notes at the end of the notice. If you are completing this notice by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink or typed. Use additional sheets if necessary. You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

1. The personal details of premises user (Please read note 1)			
1. Your name			
Title MR S	Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname HASSAN			
Forenames DEQA			
2. Previous names: (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary).			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname	N/A		
Forenames			
3. Your date of birth	Day	Month	Year
4. Your place of birth	[REDACTED]		
5. National Insurance Number	[REDACTED]		
6. Your current address: (We will use this address to correspond with you unless you complete the separate correspondence box below).			
[REDACTED]			
Post town	Post code LS7 3AQ		
7. Other contact details			
Telephone numbers:			
Daytime			
Evening (optional)	[REDACTED]		
Mobile (optional)	[REDACTED]		
FAX NUMBER (optional)			
E-Mail Address (if available)			

ENTERTAINMENT LICENSING
23 FEB 2017
RECEIVED

8. Alternative address for correspondence (if you complete the detail below, we will use this address to correspond with you)

SEE NO:6 and please that address

Post town

Post code

9. Alternative contact details (if applicable)

Telephone numbers:

Daytime

Evening (optional)

Mobile (optional)

FAX NUMBER (optional)

E-Mail Address (if available)

2. The premises

Please give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references).
(Please read note 2)

STONEY ROCK COURT, Stoney Rock Lane,
LEEDS, LS9 7TZ. NO, ALCOHOL

Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so please enter the licence or certificate number below. N/A

Premises licence number

N/A

Club premises certificate number

N/A

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3) N/A

N/A

Please describe the nature of the premises below. (Please read note 4)

IT'S A HALL FOR WEDDINGS OR EVENTS.
NO ALCOHOL INVOLVED DURING OUR
EVENTS.

Please describe the nature of the event below. (Please read note 5)

WEDDING CEREMONY → ONLY NORMAL
FRESHMENTS ARE SUPPLIED DURING
THE EVENT.

3. The licensable activities

Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read note 6)

The sale by retail of alcohol	<input type="checkbox"/>
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	<input type="checkbox"/>
The provision of regulated entertainment	<input type="checkbox"/>
The provision of late night refreshment	<input checked="" type="checkbox"/>
Are you giving a late temporary event notice? (Please read note 7)	<input checked="" type="checkbox"/> H

Please state the dates on which you intend to use these premises for licensable activities. (Please read note 8)

Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 9)

THERE ARE NO LICENSABLE ACTIVITIES INVOLVE THE EVENT - THOUGH OUT PERIOD.

Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 10)

260 people - ~~100~~
NO ALCOHOL

If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both (please mark an "X" next to the appropriate box). (Please read note 11)	On the premises only	<input type="checkbox"/>
	Off the premises only	<input type="checkbox"/>
	Both	<input type="checkbox"/>



NO ALCOHOL AT ALL.

Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment. (Please read note 12)

N/A
I would like to request you to increase time that we will be using the premises from 18:00pm - 02:30am.

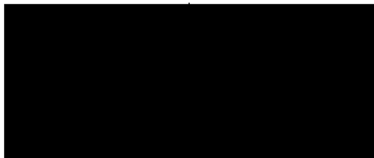
7. Checklist (Please read note 16)	
I have: (Please tick the appropriate boxes)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated;	<input type="checkbox"/>
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	<input type="checkbox"/>
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	<input type="checkbox"/>
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	<input type="checkbox"/>
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	<input type="checkbox"/>
Made or enclose payment of the fee for the application	<input type="checkbox"/>
Signed the declaration in Section 9 below	<input type="checkbox"/>

8. Condition Please read note 17
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user. <i>N/A</i>

9. Declarations Please read note 18
The information contained in this form is correct to the best of my knowledge and belief.
I understand that it is an offence:
(i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale, and;
(ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000 or to imprisonment for a term not exceeding six months, or to both.
SIGNATURE 
DATE <i>20-2-2017</i>
Name of Person signing 

For completion by the licensing authority

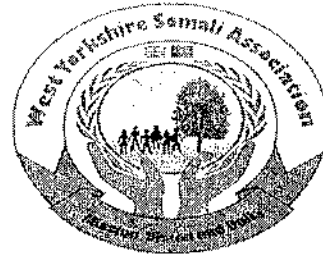
10. Acknowledgement (Please read note 19)
I acknowledge receipt of this temporary event notice.
SIGNATURE On behalf of the Licensing Authority
DATE
Name of officer signing



4. Personal licence holders (Please read note 13)		
Do you currently hold a valid personal licence? (Please tick)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If "Yes" please provide the details of your personal licence below.		
Issuing licensing authority		
Licence number		
Date of issue		
Any further relevant details		

5. Previous temporary event notices you have given (Please read note 14 and tick the boxes that apply to you)		
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year		
Have you already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after; the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

6. Associates and business colleagues (Please read note 15 and tick the boxes that apply to you)		
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.		
Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after; the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your business colleague(s) have given for events in the same calendar year.		
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after; the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>



West Yorkshire Somali
Association
Unit 1 Mushroom
Street
Leeds,
LS97NB

Date: [REDACTED]
Our ref: [REDACTED]

Re- Mrs Dega Hassan C/O [REDACTED]

The above named person is one of the trustees of West Yorkshire Somali Association. She is someone who is credible, trustworthy and of good character. She has enormously contributed to our community since she assumed her role as a woman representative and trustee of the Organisation.

She is currently seeking Temporary Notice for her daughter's wedding expected to take place Stoney Rock Court, Stoney Rock Lane, Leeds, LS9 7TZ on 8th of April 2017. The premises management has informed her that they can only offer her until 23:00 hrs and that if she requires to use the premises any extra time she must seek Temporary Notice by filling the form. She would like to use the premises until 02:00 hrs as there would be people coming from outside the country who are very crucial for them to attend her daughter's wedding. There are also her friends and relatives who are scheduled to attend the event from different part of the country after having finished work at late time.

There will be no alcohol involved throughout the event and only normal refreshments are served.

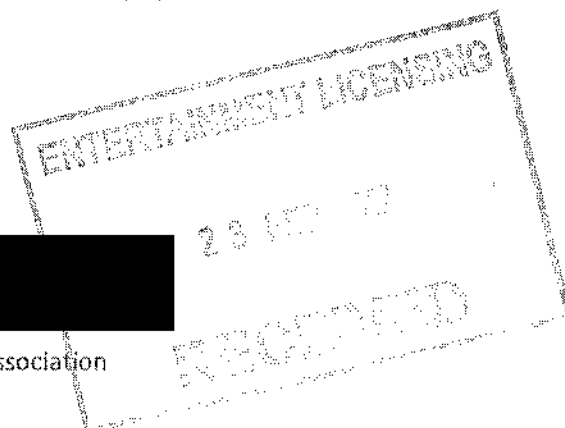
Any assistance accorded to her is highly appreciated.

Yours Sincerely,

Ahmed Osman



Chairman
West Yorkshire Somali Association





**PREMIER
BANQUETING**
LUXURIOUS & AFFORDABLE

Stoney Rock Court
Stoney Rock Lane
Leeds, LS9 7TZ

Tel: [REDACTED]
Mob: [REDACTED]

BOOKING/ QUOTE FORM

Web: [REDACTED]
Email: [REDACTED]

Name: [REDACTED]
Address: [REDACTED]

Telephone: [REDACTED]
Date: 03.02.17
Date of Event: 08.04.17
Time of event: 5-11PM
No of guests: 250

PACKAGE DEALS - 500+	COST PER HEAD	QTY	NOTES	SUB TOTAL
Platinum	£30.00	0		£0.00
Gold	£21.50	0		£0.00
Silver	£18.50	0		£0.00
Bronze	£16.50	0		£0.00

SELF CATERING EVENTS	QTY	SUB TOTAL
Venue Hire		
<i>ROSE SUITE</i>	1	£1,800.00
<i>JASMINE SUITE</i>	0	£0.00
TABLE COVERS	25	£87.50
CHAIR COVERS	250	£250.00
RIBBONS	250	£125.00
BRIDAL ROOM	0	£0.00
KITCHEN	0	£0.00
CUTLERY SET x1	250	£375.00
CUTLERY SET x2	0	£0.00
CATERING SERVICE	250	£1,987.50
CLOTH PARTITION	0	£0.00
CENTRE PIECES:		
<i>FISH BOWLS</i>	0	£0.00
<i>TALL VASES & FLOWERS</i>	0	£0.00
<i>MARTINI VASE</i>	0	£0.00

SELF CATERING EVENTS	QTY	SUB TOTAL
PILLARS WITH CARPET	0	£0.00
FRUIT DISPLAY	0	£0.00
CUPCAKES	0	£0.00
UNLIMITED SOFT DRINKS	250	£212.50
RECEPTION DRINKS	0	£0.00
SERVETTES	0	£0.00
WAITER SERVICE	8	£400.00
CAKE KNIFE & PLATE	0	£0.00
RESERVED SIGNS	0	£0.00
MEDIA SYSTEM	0	£0.00
RED OR WHITE CARPET	0	£0.00
AFTER MEAL TEA & COFFEE	0	£0.00
OPTIONAL:		
<i>CHOCOLATE FOUNTAIN</i>	0	£0.00
<i>MOOD LIGHTING</i>	0	£0.00
<i>BOUNCY CASTLE</i>	0	£0.00
<i>STAGE</i>	1	£300.00
<i>DJ PACKAGE</i>	0	£0.00
<i>LINEN NAPKINS</i>	0	£0.00

NOTES:
TEMPORARY EVENTS NOTICE
£250 deposit left

TOTAL	£5,537.50	DEPOSIT	£250.00
DISCOUNT <small>(If Applicable)</small>	£537.50	AMOUNT OUTSTANDING	£4,750.00

I have read and agreed to all the terms and conditions including the details of all products listed within this contract.
I agree to pay all the outstanding balances in accordance with this contract.

Signature of Purchaser:

Full Name

[REDACTED]

Date: 20/02/2017

Signature of Provider:

Full Name

[REDACTED]

Date: 20/02/2017