

**PEARSON HALL, SONNING, HIRING AGREEMENT  
TEMPORARY EVENT NOTICE REQUEST FORM**

If the Hirer intends to sell alcohol at any time during the event they must take the following steps in order to comply with the Pearson Hall Licence. Failure to do so will result in cancellation of the hiring without compensation as stated in the Pearson Hall Hiring Agreement.

- Complete and sign the Pearson Hall Hiring Agreement and wait for confirmation.
- On receiving confirmation of the booking complete and return the Pearson Hall Hiring Agreement TEN Request Form.
- Wait for written permission to apply to Wokingham Borough Council (WBC) for a TEN from the Chairman of Trustees,
- Submit a TEN application to Wokingham Borough Council and pay the fee of £21. It is in your interest to submit the request to the authority at least ten working days prior to the event. Failure to meet the deadline may result in the application being refused (contact WBC on 0118 0746000 for full details).

SIGNED NAME & CONTACT NUMBER	BOOKING REFERENCE AND DATE OF EVENT	APPROVED	REFUSED	SIGNED