

Cobden Chambers Courtyard Application Form

Name	
Phone Number	
Email Address	
Address (business or personal)	

Date of proposed event	
Timings for proposed event	

What, precisely, will the event entail?	
Provide details of your target market.	
Do you have any special requirements?	
Will you require a TENs notice?	

When deciding whether or not an event is suitable for the courtyard, we will be considering

- The impact it will have on the tenants of Cobden Chambers
- Any possible risks to the security of Cobden Chambers
- How the event will affect the reputation of Cobden Chambers

The person named above will be fully responsible for security of the site during the event and must ensure that the area is left in a clean, tidy, secure state... leave it as you found it. **This is essential.** If anyone is found to be threatening the security of the site it will jeopardise the possibility of having future events.

If, for any reason, during the course of the event we are not happy with the way things are being run, we reserve the right to cancel the event without prior notice.

If you are successful in your initial application to hold an event in the courtyard further discussions will be had regarding the fee.