**Wedding and Other Function Venues**

**Research Checklist**

**Full postal address of the property incl. postcode Contact number and email**

**Name of freehold owner**

**Names of any leaseholders**

**Who receives the venue hire income**

**Date of research** Click here to enter text. **Researcher** Click here to enter text.

**Case type/report number** Click here to enter text. **Effective date** Click here to enter text.

**Case remarks**

**Non bulk server updated** Click here to enter text. **Borderline** Click here to enter text.

**Council Tax report no.** Click here to enter text. **CT List updated** Click here to enter text.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Website address / link**

**Photograph**

**Description**

(pen picture/ceremony

rooms/bar/kitchen/capacity)

**Wholly non domestic areas**

**Guest overnight**

**accommodation**

**Shared areas**

**Wholly domestic areas**

|  |  |
| --- | --- |
| **Planning consent** (what use is allowed and for what buildings) |   |
| **Date of first civil wedding licence** |   |
| **Premises licence date** |   |
| **Current hire charge fees** |   |

|  |  |  |  |
| --- | --- | --- | --- |
| **History of events** (please substitute dates if necessary) | 2013 | 2014 | 2015 |
| **Number of weddings** |   |   |   |
| **Number of other events** |   |   |   |
| **History of income** |   |   |   |
| **Gross receipts weddings** (turnover less VAT) |   |   |   |
| **Gross receipts other events** (turnover less VAT) |   |   |   |
| **Anticipated use** |   |
| **Number of events: weddings / other** |   |
| **Gross receipts (turnover less VAT): weddings / other** |   |

**Any other information**

(eg relevant to expenses, restrictions on use, other occupations on site, staff employed, other activities on site)

**Date FOR requested**