

### 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.

<b>1. The personal details of premises user (Please read note 1)</b>			
<b>1. Your name</b>			
Title	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname	Sharma		
Forenames	Gagan		
<b>2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)</b>			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname			
Forenames			
<b>3. Your date of birth</b>		Day	Month
		Year	
<b>4. Your place of birth</b>			
<b>5. National Insurance Number</b>			
<b>6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)</b>			
Post town -		Postcode -	
<b>7. Other contact details</b>			
Telephone numbers			
Daytime			
Evening (optional)			
Mobile (optional)			
Fax number (optional)			
E-Mail address (if available)	<a href="mailto:Gagan.sharma@fairmont.com">Gagan.sharma@fairmont.com</a>		
<b>8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)</b>			

<b>Fairmont Windsor Park Hotel</b> Bishopsgate Rd, Windsor, Englefield Green, Egham TW20 0YL	
Post town <b>Egham</b>	Postcode <b>TW20 0YL</b>
9. Alternative contact details (if applicable)	
Telephone numbers: Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	<a href="mailto:Gagan.sharma@fairmont.com">Gagan.sharma@fairmont.com</a>

<b>2. The premises</b>	
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)	
<b>Fairmont Windsor Park Hotel</b> Bishopsgate Rd, Windsor, Englefield Green, Egham TW20 0YL	
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.	
Premises licence number	<b>028116</b>
Club premises certificate number	
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)	
Please describe the nature of the premises below. (Please read note 4)	
<b>Luxury Hotel (251 Bedrooms) with Bar and Meetings and Events Space</b>	
Please describe the nature of the event below. (Please read note 5)	
<b>Residential Wedding is taking place in the hotel and on some days Hotel Grounds will be used from the 8<sup>th</sup> – 11<sup>th</sup> May 2024.</b> <b>The Hotel will not exceed 499 guests (including the Staff, Crew and Band/DJ)</b> <b>We would like to extend the service (Music, Dance, Food and Drinks ) outside onto the grounds for Residents and Non-residents till 2:00 am.</b>	

**We would like to offer the following till 2:00 hrs –**

- **Provision of Late Night Refreshment for Resident and Non Resident Guests**
- **Provision of Regulated Entertainment – Indoors and Outdoors for Resident and Non Resident Guests.**
- **Provision of Music - Indoors and Outdoors for Resident and Non Resident Guests.**
- **Sale of Alcohol - Indoors and Outdoors for Resident and Non Resident Guests attending the Wedding Festivities.**

**We have placed mitigating factors to ensure that the operations run smoothly –**

**24 x7 Security Present on premises**

**Extra Security Officers on Site for the event**

**Optimum Number of Fire Marshalls available - 24x7**

**Trained and Optimum number of Work Force available – 24x7**

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 checked="" 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 (Please read note 7)	<input checked="" type="checkbox"/>	
The provision of late night refreshment	<input checked="" type="checkbox"/>	
Are you giving a late temporary event notice? (Please read note 8)	<input type="checkbox"/>	
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 9)		
8 <sup>th</sup> May 2024 9 <sup>th</sup> May 2024 10 <sup>th</sup> May 2024 11 <sup>th</sup> May 2024		
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 10)		
<p><b>We would like to offer the following till 2:00 hrs –</b></p> <ul style="list-style-type: none"> <li>- <b>Provision of Late Night Refreshment for Resident and Non Resident Guests</b></li> <li>- <b>Provision of Regulated Entertainment – Indoors and Outdoors for Resident and Non Resident Guests.</b></li> <li>- <b>Provision of Music - Indoors and Outdoors for Resident and Non Resident Guests.</b></li> <li>- <b>Sale of Alcohol - Indoors and Outdoors for Resident and Non Resident Guests attending the Wedding Festivities.</b></li> </ul> <p><b>We have placed mitigating factors to ensure that the operations run smoothly –</b>  <b>24 x7 Security Present on premises</b>  <b>Extra Security Officers on Site for the event</b>  <b>Optimum Number of Fire Marshalls available - 24x7</b>  <b>Trained and Optimum number of Work Force available – 24x7</b></p>		
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 11)	499 Guests (including entertainment crew and Staff)	
If the licensable activities will include the sale or supply of alcohol, please state whether these will be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 12)	On the premises only	<input checked="" type="checkbox"/>
	Off the premises only	<input type="checkbox"/>
	Both	<input type="checkbox"/>

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 (including, but not limited to lap dancing and pole dancing). (Please see note 13)

**We would like to offer the following till 2:00 hrs –**

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4. Personal licence holders (Please read note 14)		
Do you currently hold a valid personal licence? (Please tick)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please provide the details of your personal licence below.		
Issuing licensing authority	London Borough of Hounslow	
Licence number	[REDACTED]	
Date of issue		
Any further relevant details		


5. Previous temporary event notices you have given (Please read note 15 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 16 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"/>
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7. Checklist (Please read note 17)		
Have: (Please tick the appropriate boxes, where applicable)		
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"/>	<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 checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" 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"/>	<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"/>	<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"/>	<input type="checkbox"/>
Made or enclosed payment of the fee for the application	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Signed the declaration in Section 9 below	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

8. Condition (Please read note 18)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the sale or supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 19)	
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 summary conviction for such an offence to a fine of any amount; and (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six months, or to both.	
Signature	
Date	6/3/24
Name of Person signing	GAGAN SHARMA

The Council may be statutorily required to supply any information you provide, to other bodies exercising functions of a public nature, for the prevention and detection of fraud. For further information, please see [www.runnymede.gov.uk/DataMatching](http://www.runnymede.gov.uk/DataMatching)

**Data Protection and Privacy**

Any data supplied by you on this form will be processed in accordance with the General Data Protection Regulations, in supplying it you consent to the Council processing the data for the purpose it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law.

Data is deleted in accordance with our data retention policy. Our privacy policy is published on our web site [www.runnymede.gov.uk](http://www.runnymede.gov.uk)

For completion by the licensing authority

10. Acknowledgement (Please read note 20)	
I acknowledge receipt of this temporary event notice.	
Signature	@ 5 Sd W On behalf of the licensing authority
Date	" ) ! " % S ' S &
Name of Officer signing	@ 5 Sd W



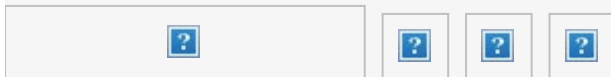
**From:** [Runnymede Borough Council](#)  
**To:** [Licensing](#)  
**Subject:** Payment received - Licensing  
**Date:** 06 March 2024 15:31:14



Payment details	
<b>First name</b>	Gagan
<b>Last name</b>	Sharma
<b>Amount paid</b>	£21.00
<b>Payment type</b>	Temporary Events Notice
<b>Payment notes (if provided)</b>	
<b>Payment reference</b>	3acjmj62hfdh28a293fl13vbke

LIC000323

Visit the Council's website and social media channels to see how we are responding to climate change and supporting: the health and wellbeing of our residents, their ability to effect change locally and the economic prosperity of our Borough.



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