



**LYME REGIS TOWN COUNCIL
MARINE PARADE SHELTERS
BOOKING FORM 2026 (private and commercial hire)**

PLEASE COMPLETE FORM IN BLOCK CAPITALS AND BLACK INK

1. YOUR DETAILS									
Contact Name									
Address (in full)									
Telephone Numbers	Home/Work		Mobile						
E-mail									
2. EVENT DETAILS									
Event									
	Trade/Commercial		Private						
Trade/Business Name									
Date(s) required									
	Areas:			Time:					
Facility and Times Required. (Enter start and finish times for each facility)	Market Area								
	Performance Area								
	The Guildhall				Lift Required	Yes/No			
	*Roof Area								
	Langmoor Room								
Standard equipment provided in Langmoor: 6 tables, 30 chairs, water and electric. Max. capacity 50 pax.									
Equipment & Utilities Required in other areas. (Please complete boxes)	Tables No.		Chairs No.		Water	Yes/No			
					Electric	Yes/No			
Equipment that you will be providing	No. of Stalls/Tables				No. of Banners (max 10)				
	Other								
3. DECLARATION									
I have read and accept the Shelters Facilities Booking Conditions and have supplied Lyme Regis Town Council with a Risk Assessment and a copy of my Insurance.									
Signed:					Date:				
CHARGES FROM 1 APRIL 2025									
Private or commercial hire of the Langmoor Room / Guildhall					£15.00 inc VAT per hour				
Private or Commercial hire of the Market area					£150inc VAT per day				
Private or Commercial hire of the Performance area					£200inc VAT per day				
Hire of Performance area for a performance					£70.00 inc VAT per half day				
Hire of any section on top of shelters (at the discretion of town clerk)					*Town Clerk Discretion				
OFFICE USE ONLY									
Date Received				Added to finance tab					
Confirmation Sent									
Total Charge				Invoice/Receipt No.					
Signed					Date				

***This area can only be booked at the discretion of the Town Clerk**