



**LYME REGIS TOWN COUNCIL
MARINE PARADE SHELTERS
BOOKING FORM 2026 (charities, schools and not-for-profit organisations)**

PLEASE COMPLETE FORM IN BLOCK CAPITAL AND BLACK INK

1. YOUR DETAILS							
Name or Organisation							
Type of Organisation (please complete boxes)	Permit/ Charity No.		School		Not-for-profit org.		
Contact Name							
Contact Address							
Telephone Numbers	Home/Work		Mobile				
E-mail							
2. EVENT DETAILS							
Please note that you will require a permit from Dorset Council if you are a charity or collecting or raising money for a charity. Please put your permit No. in the box above.							
EVENT							
Nature of Event	Fundraising		Community Event		Not-for-Profit		
Date(s)							
Facility and Times Required. (Enter start and finish times for each facility)	Market Area						
	Performance Area						
	The Guildhall						
	*Roof (no vehicle access)						
	Langmoor Room						
	Tables No.					Lift Required	Yes/No
	Tables No. No. of Stalls/Tables						
Standard equipment provided in Langmoor: 6 tables, 30 chairs, water and electricity. Max capacity 50 pax.							
Equipment & Utilities required in other areas. (please complete boxes)	Tables No. No. of Stalls/Tables Other		Chairs No.		Water	Yes/No	
					Electric	Yes/No	
Equipment that you will be providing			No. of Banners (max 10)				

3. CHARGES FROM 1 April 2025 – according to the Charity's place of registration/location of not-for-profit organisation, as per Bands A – E (please tick the box which applies to your booking)			
A	DT7 postcodes	£20.00 inc VAT per area, per day	
B	Within a 10-mile radius of LRTC offices	£25.00 inc VAT per area, per day	
C	Outside a 10-mile radius of LRTC offices	£30.00 inc VAT per area, per day	
D	National charities	£25.00 per area, per hour	
E	Not-for profit community events and festivals hiring the shelters	At the discretion of the town clerk	

4. 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:	

OFFICE USE ONLY			
Date Received		Added to Finance tab	
Confirmation Sent			
Total Charge	N/a	Invoice/Receipt No.	
Signed		Date	

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