



**LYME REGIS TOWN COUNCIL
MARINE PARADE SHELTERS
BOOKING FORM 2023 (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)	Jubilee Pavilion (no longer for general hire) *		
	Market Area		
	Performance Area		
	Langmoor Room		Lift Required
	*Roof Area		Yes/No
Standard equipment provided in Langmoor: 6 tables, 30 chairs, water and electric			
Equipment & Utilities Required in other areas. (Please complete boxes)	Tables No.		Chairs No.
			Water
			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 2023

Private or commercial hire of the Langmoor Room	£15.00 inc VAT per hour
Private or Commercial hire of the Market area	£250.00 inc VAT per day
Private or Commercial hire of the Performance area	£300.00 inc VAT per day
Hire of Performance area for a performance	£60.00 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**