



**LYME REGIS TOWN COUNCIL
MARINE PARADE SHELTERS
BOOKING FORM 2023 (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)	Jubilee Pavilion (Not for general hire)				
	Market Area				
	Performance Area				
	Langmoor Room		Lift Required	Yes/No	
	*Roof (no vehicle access)				
Standard equipment provided in Langmoor: 6 tables, 30 chairs, water and electricity					
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. CHARGES FROM 1 April 2022 – 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	£15.00 inc VAT per area, per day	
B	Within a 10-mile radius of LRTC offices	£20.00 inc VAT per area, per day	
C	Outside a 10-mile radius of LRTC offices	£25.00 inc VAT per area, per day	
D	National charities	£20.00 per area, per hour	
E	Not-for profit community events and festivals hiring the shelters	At the discretion of the town clerk	x

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**

