



**LYME REGIS TOWN COUNCIL
MARINE PARADE SHELTERS
BOOKING FORM 2020 (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					
	Market Area					
	Performance Area					
	Langmoor Room			Lift Required	Yes/No	
	Lister Room					
Standard equipment provided in Langmoor/Lister rooms: 6 tables, 30 chairs, water and electric						
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 as set out by Lyme Regis Town Council			
Signed:		Date:	

CHARGES FROM 1 JUNE 2016	
Private or commercial hire of the Langmoor Room, Lister Room and Jubilee Pavilion	£15.00 inc VAT per hour
Private or Commercial hire of the Market area	£125.00 inc VAT per day
Private or Commercial hire of the Performance area	£175.00 inc VAT per day
Hire of Performance area for a performance	£60.00 inc VAT per half day

OFFICE USE ONLY			
Date Received			
Confirmation Sent			
Total Charge		Invoice/Receipt No.	
Signed		Date	