



**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		Yes/No			
		*Roof Area									
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		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 2023											
Private or commercial hire of the Langmoor Room								£15.00 inc VAT per hour			
Private or Commercial hire of the Market area								£125 inc VAT per day			
Private or Commercial hire of the Performance area								£175 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**