

Mid Devon District Council Venue Hire Booking Form

Please complete in BLOCK CAPITALS

| EVENT DETAILS | |
|---|---|
| Purpose of Hire Name and description of event | |
| Hire Charge | £ |
| Event Date | Time from: To: |
| Type of Event | Commercial <input type="checkbox"/> Community <input type="checkbox"/> Private <input type="checkbox"/> |
| Venue | |
| Number of Attendees (apx) Please circle | 1-50 51-100 101-150 151-200 201-250 251-300 |
| HIRER(S)'S DETAILS | |
| Title and Surname | Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> |
| Forename | |
| Company / Organisation Name | |
| Address | Postcode |
| Telephone Number (Home / Office / Mobile) | |
| Email | |
| Contact on day of event Name and Mobile Number | |
| CHARITIES | |
| Please fill in and attach certificate if applicable | |
| Charity Registration Name | |
| Charity Registration Number | |
| How much % of income raised is expected to go to the Charity | |
| FIRST AID | |
| Please confirm your planned arrangements for First Aid cover at the event | |
| | |

PERMISSION REQUESTS

Please give information about any required permissions (see Terms and Conditions) and attach licences/certificates where appropriate

| | |
|---|--|
| Nature of Goods / Services | |
| Equipment and Decorations Electrical and Inflatable | |
| Food and Beverages | |
| Alcohol | |
| Performance Rights | |
| Animals | |
| Gambling (eg Raffles) | |
| Any other licences required | |
| Vehicle Permission (Parks only) | |
| Other | |

| | |
|-------------------------------|---|
| For official use only | Public Liability Insurance (please attach copy of certificate) |
| Insurer | |
| Policy / Member Number | |
| Renewal Date | |

The terms and conditions of hire are enclosed with this form and must be read before agreement to hire is made either in writing or by verbal consent.

I, the hirer, have read and understood the Terms and Conditions of hire and agree to be bound by these terms and fees.

| | |
|---------------------------|--|
| Date of completion | |
| Your signature | |

| | |
|--------------------------------------|--|
| Recharge Code (Internal only) | |
|--------------------------------------|--|