

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 check	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)	
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