



DAVLISH TOWN COUNCIL
BOOKING FORM FOR COUNCIL PREMISES

Important: Please see conditions overleaf

1. Name and address or individual hirer or in the case of an organisation, person responsible for the booking:
.....
.....Telephone.....
2. Name or Organisation
3. Booking Particulars:
 - a. Date.....Time

N.B. When booking for any function or meeting place, **please allow for any time required for preparation prior to commencement.** Whilst no charge will be made for 15 mins following the time booked for the conclusion of the event, the Council reserves the right to charge if this time is exceeded.

 - b. Room required.....
 - c. Services required (chairs/tables/piano/kitchen etc.).....
 - d. Numbers expected.....
4. Particulars of electrical equipment to be connected to the supply.....
.....
5. Occasional Liquor Licence obtained Yes/No
N.B. Alcoholic beverages *MUST NOT* be sold on these premises without an Occasional Liquor Licence. This includes alcoholic beverages sold with a meal as part of an entrance ticket to any event or through outside caterers, unless those caterers hold an Occasional Licence for the event. Any violation of this condition (16) is a criminal offence and may result in prosecution by the Police.
6. Booking fee £..... Refundable Deposit £50.00 paid Yes/No

I apply for a booking in accordance with the foregoing particulars. / ***have read and understand the booking conditions overleaf.***

Signed Dated.....