



DAWLISH TOWN COUNCIL

The Manor House, Old Town Street, Dawlish, Devon. EX7 9AP

Tel: 01626 863388 E-mail: reception@dawlish.gov.uk

BOOKING FORM FOR COUNCIL PREMISES

Important: Please see conditions attached.

YOUR DETAILS:	
Name and address of individual hirer or in the case of an organisation, the person responsible for the booking:	
Name:	
Address:	
Telephone:	email:
YOUR EVENT:	
Day and date of event: <i>for block bookings please insert week day and date range i.e. Wednesday from 08.02.14 to 06.06.14. The actual dates booked will appear on your confirmation print out.</i>	
Time of event: <i>NB When booking for any function or meeting please allow for any time required for preparation prior to commencement. No charge will be made for 15 minutes following the time booked but the Council reserves the right to charge if this time is exceeded.</i>	
Type of event: <i>Please give brief details of the event</i>	
Room/s required: <i>Please see attached conditions before choosing a room suitable for your requirements</i>	
Numbers expected to attend the event:	
Equipment required (chairs/tables/kitchen etc) Information on room layout	
Booking fee	£
Refundable Deposit dependant on the size and type of booking	Yes/No
I apply for a booking in accordance with the foregoing particulars. <i>I confirm that I have read and understood the booking conditions overleaf and that, if this booking is made for a group, society or organisation, I am authorised to sign the booking form on their behalf.</i>	Signed..... Dated.....