



DAWLISH TOWN COUNCIL

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

Tel: 01626 863388 email: admin@dawlish.gov.uk

BOOKING FORM FOR COUNCIL PREMISES

YOUR DETAILS		
Name: <i>(individual hirer or organisation)</i>		
Address:	Phone:	
	Mobile:	
Email: <i>(a confirmation will be emailed detailing the booking schedule & charge)</i>		
YOUR EVENT		
Day and date of event: <i>(For block bookings please insert the date range)</i>	Day: Frequency:	Date or date range:
Time of event: <i>(An additional 15 minutes is allocated at the start & end of each booking for setting up and clearing down for Hirer & Caretaker's use)</i>	Start Time:	Duration:
Type of event: <i>Please give brief detail</i>		Nos. Expected:
Specific Room(s) required: <i>(see reverse for room sizes and hire charge)</i>		
Room set up requirements – please give details <i>(chairs / tables / layout / projector / screen etc.)</i>		
*Kitchen required?: <i>(Manor House & Riverside - £5.00 per session – one off charge). Facilities can be provided in your room on request i.e. urn, kettle, crockery etc.</i> Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Fairtrade Tea & Coffee can be provided @ 75p per cup , this will be with an urn or catering flask and the relevant number of cups and saucers required. Yes: <input type="checkbox"/> No: <input type="checkbox"/> if yes, number required:		
Will there be recorded and/or live music? <i>If yes, please give details:</i>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	If you are using music, do you have a PPL Licence? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Will there be the sale or consumption of alcohol at the event?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Will you require tablecloths for your event? <i>(Standard additional charge of £15 to cover laundry and ironing)</i>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

For one-off bookings, payment is required prior to the date of hire and details will be emailed through at time of booking. Payment can be made by bank transfer to the details below, or at the Manor House reception. For block or regular bookings, payment can be on invoice.

I confirm that I have read and understood the Room Hire Terms & Conditions supplied and available at <https://www.dawlish.gov.uk/tcs> consent to my data being processed and stored in accordance with the Data Protection Act 2018.

I confirm that if this booking is made for a group, society, or organisation, I am authorised to sign on their behalf.

Name: (Block Capitals).....

Signature.....

Date.....

Bank Details: Lloyds Bank Account No. 55935068

Sort Code: 30-84-67

Name: Dawlish Town Council

(Please include name & booking date in the reference for bank transfers)

Room Hire Rates

Room	Capacity	Hourly Rate (inc. VAT)
Council Chamber	100	£12.00
Mayor's Parlour	40	£8.00
Room 2 (<i>annex – can be booked as an additional space with the Mayor's Parlour or the Council Chamber</i>)		£5.50
Room 3	10	£6.00
Room 4a (<i>4a & b can be combined to provide space for 60</i>)	35	£7.00
Room 4b	35	£7.00
Room 5	10	£6.00
Room 6	10	£6.00
Kitchen		£5.00 (one off charge per booking)

Riverside Centre	80	£12.00
Riverside Kitchen		£5.00

*The kitchen is fully stocked with crockery and glasses for 100 and includes oven, microwave and dishwasher, as well as a water boiler with continuous hot water for tea and coffee etc. If the kitchen is hired, please ensure that it is left tidy, and all crockery is washed or put in the dishwasher.

Dawlish Town Council supports Dawlish Against Plastics and Fairtrade.
The Council urges avoidance of single use plastics and use of Fairtrade products where possible.
The use of plastic confetti or table confetti is strictly prohibited. The use of dried flower confetti only is permitted within the Manor House & Riverside grounds

Dawlish Town Council is committed to ensuring that your privacy is protected by adhering to the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party. Dawlish Town Council may change this policy from time to time by updating its Privacy Policy. This can be found at www.dawlish.gov.uk/privacypolicy.php