



DAWLISH TOWN COUNCIL

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

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

USE OF FACE COVERINGS IS MANDATORY INSIDE THE BUILDING 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:	Date or date range:
Time of event: <i>(An additional 15 minutes is allocated at the start and end of each booking for setting up and clearing down)</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>		
*Kitchen required: <i>(Manor House - £4.08 per session Riverside: £3.40 per session – one off charge)</i>		CURRENTLY UNAVAILABLE
Room set up requirements <i>(chairs / tables / layout / projector / screen etc.)</i>		
Will there be recorded and/or live music?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	<i>If yes, please give details:</i>
Will there be the sale or consumption of alcohol at the event?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
**Fairtrade Tea & Coffee can be provided @ 75p per cup		CURRENTLY UNAVAILABLE
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.

Payment can be made by bank transfer to the details below, or at the Manor House reception (Mon – Fri 9.30 to 1.30). For block or regular bookings, payment can be by invoice if requested.

I confirm that I have read and understood the Room Hire Terms & Conditions supplied & 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)
The room capacities in the next column are without any social distancing requirements. Hirers are requested to do a risk assessment, depending on the activity taking place and the guidelines in place at the time of hire	Dependent on social distancing requirements	
Council Chamber	100	£11.28
Mayor's Parlour	40	£7.08
Room 2 (<i>annex – can be booked as an additional space with the Mayor's Parlour or the Council Chamber</i>)		£5.04
Room 3	12	£5.64
Room 4a (<i>4a & b can be combined to provide space for 60</i>)	35	£6.48
Room 4b	35	£6.48
Room 5	12	£5.64
Room 6	12	£5.64
Kitchen		£4.08 (one off charge per booking)

Riverside Centre	80	£10.50 (non-vatable)
Riverside Kitchen		£3.40 (one off non-vatable charge per booking)

*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.

**If you have requested tea and coffee, this will be self-service and will be placed in the room, with an urn or catering flask of hot water. If you require this service on more than one occasion within your booking, please indicate the times required and replacement cups will be provided accordingly.

Dawlish Town Council supports Dawlish Against Plastics and Fairtrade.
The Council urges avoidance of single use plastics and using Fairtrade products where possible.