

BANDSTAND HIRE BOOKING FORM

IMPORTANT

- ☐ A Daily Fee of £25 is payable. Payment must be made upon receipt of our invoice.
- ☐ All hires must be paid for when booked even if they are not used.
- ☐ Hirers are responsible for their own licences and insurance. Insurance indemnity of £5m must be arranged

A copy of the certificate must be attached to completed booking form.

- ☐ Hirers must indemnify the Town Council against any claim, howsoever raised.
- ☐ A permit is required if a street collection is being carried out and the proceeds are being donated to a charity or for a charitable purpose; further information can be obtained from Chelmsford City Council Licensing Section tel 01245 606727.
- ☐ If power is required, the key to the electrical cupboard must be collected from the Town Council office the working day prior to the event and returned immediately afterwards.
- ☐ As a courtesy, surrounding businesses should be advised of the event.
- ☐ Hirers are responsible for the safety of the public during any promotion/booking and appropriate Risk Assessments must be in place.
- ☐ All litter and debris must be removed and the site to be left in a clean, tidy and safe condition.

BOOKING DETAILS – PLEASE COMPLETE

Applicant:			
Company:			
Address:			
Email:			
Mobile:		Landline:	

DATE REQUIRED:		
TIME REQUIRED:	FROM:	TO:
BRIEF DETAILS OF EVENT		
ELECTRICITY REQUIRED?	YES:	NO:
Is sound/p.a. equipment to be used (if yes, please specify):		
Contact name and telephone no. during hiring:		

Signed Date

Please complete form & return to debbie@southwoodhamferrerstc.gov.uk

Or return to South Woodham Ferrers Town Council, Champions Manor Hall
Community Centre, Hullbridge Road, South Woodham Ferrers, CM3 5LJ.

Should you have any questions regarding this hiring, please contact the
office on 01245 321 817

Office Use only:

Hire Fee paid (£25)

Electricity required.....

Lisa Kelly (Asda) informed.....

Street Collection Licence applied for

Copy of Public Liability Insurance supplied.....

Risk Assessment completed.....