

Okehampton Town Council

Town Hall Fore Street Okehampton EX20 1AA

Telephone 01837 53179 Fax 01837 54631

Email: townclerk@okehampton.gov.uk

Booking Request Form

Charter Hall

max no standing - 250
max no seated - 150

Council Chamber

max no - 50

Committee Room

max no - 12

(delete as appropriate)

Name of person hiring premises

Name of organisation (if applicable)

Address

Email Tel no

Hall to be used for

Time required: From To Date

Facilities required (for additional details use back of form)
[layout of hall/stage/no of tables/chairs]

Do you intend to sell alcohol? If yes, you must obtain a Temporary Event Notice (TEN) from West Devon Borough Council and show a copy of the licence to Okehampton Town Council before the event.

Will there be music at the event? If yes, will it be live or recorded music?

Name and address of treasurer or person responsible for payment of account

.....

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1. Booking subject to availability.
2. Full payment to be made in advance, at least 14 days before the event.
3. Okehampton Town Council reserve the right to alter or cancel booking if necessary.
4. Cancellations of bookings for the above premises are subject to the full hire charge unless 14 clear days prior notice is given.
5. Equipment left on the premises is the responsibility of the owner.

I have read the terms and conditions to hire the premises and on behalf of (name of organisation)

..... agree to abide by them.

I have received the fire instructions, risk assessment* and accept I am the responsible person for the booking and undertake to ensure they are carried out.

Signature of hirer

*Document available in Town Hall - Annex 1

For office use only

Date form received

Entered as confirmed in booking diary