



**LYME REGIS TOWN COUNCIL  
MARINE PARADE SHELTERS  
BOOKING FORM 2025 (private and commercial hire)**

**PLEASE COMPLETE FORM IN BLOCK CAPITALS AND BLACK INK**

1. YOUR DETAILS							
Contact Name							
Address (in full)							
Telephone Numbers	Home/Work		Mobile				
E-mail							
2. EVENT DETAILS							
Event							
	Trade/Commercial		Private				
Trade/Business Name							
Date(s) required							
	Areas:			Time:			
Facility and Times Required. (Enter start and finish times for each facility)	Market Area						
	Performance Area						
	The Guildhall			Lift Required	Yes/No		
	*Roof Area						
Standard equipment provided in Langmoor: 6 tables, 30 chairs, water and electric							
Equipment & Utilities Required in other areas. (Please complete boxes)	Tables No.		Chairs No.		Water	Yes/No	
					Electric	Yes/No	
Equipment that you will be providing	No. of Stalls/Tables			No. of Banners (max 10)			
	Other						
3. DECLARATION							
I have read and accept the Shelters Facilities Booking Conditions and have supplied Lyme Regis Town Council with a Risk Assessment and a copy of my Insurance.							
Signed:					Date:		
CHARGES FROM 1 APRIL 2025							
Private or commercial hire of the Langmoor Room / Guildhall				£15.00 inc VAT per hour			
Private or Commercial hire of the Market area				£150inc VAT per day			
Private or Commercial hire of the Performance area				£200inc VAT per day			
Hire of Performance area for a performance				£70.00 inc VAT per half day			
Hire of any section on top of shelters (at the discretion of town clerk)				*Town Clerk Discretion			
OFFICE USE ONLY							
Date Received			Added to finance tab				
Confirmation Sent							
Total Charge			Invoice/Receipt No.				
Signed					Date		

**\*This area can only be booked at the discretion of the Town Clerk**