



**LYME REGIS TOWN COUNCIL
MARINE PARADE SHELTERS
BOOKING FORM 2025 (charities, schools and not-for-profit organisations)**

PLEASE COMPLETE FORM IN BLOCK CAPITAL AND BLACK INK

1. YOUR DETAILS					
Name or Organisation					
Type of Organisation (please complete boxes)	Permit/ Charity No.		School		Not-for-profit org.
Contact Name					
Contact Address					
Telephone Numbers	Home/Work		Mobile		
E-mail					

2. EVENT DETAILS						
Please note that you will require a permit from Dorset Council if you are a charity or collecting or raising money for a charity. Please put your permit No. in the box above.						
EVENT						
Nature of Event	Fundraising		Community Event		Not-for-Profit	
Date(s)						
Facility and Times Required. (Enter start and finish times for each facility)	Market Area					
	Performance Area					
	The Guildhall					
	*Roof (no vehicle access)					
	Tables No.		Lift Required	Yes/No		
Tables No. / No. of Stalls/Tables						
Standard equipment provided in Langmoor: 6 tables, 30 chairs, water and electricity						
Equipment & Utilities required in other areas. (please complete boxes)	Tables No. / No. of Stalls/Tables / Other		Chairs No.		Water	Yes/No
					Electric	Yes/No
Equipment that you will be providing			No. of Banners (max 10)			

3. CHARGES FROM 1 April 2025 – according to the Charity's place of registration/location of not-for-profit organisation, as per Bands A – E (please tick the box which applies to your booking)			
A	DT7 postcodes	£20.00 inc VAT per area, per day	
B	Within a 10-mile radius of LRTC offices	£25.00 inc VAT per area, per day	
C	Outside a 10-mile radius of LRTC offices	£30.00 inc VAT per area, per day	
D	National charities	£25.00 per area, per hour	
E	Not-for profit community events and festivals hiring the shelters	At the discretion of the town clerk	

4. 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:	
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OFFICE USE ONLY

Date Received		Added to Finance tab	
Confirmation Sent			
Total Charge	N/a	Invoice/Receipt No.	
Signed		Date	

***The Roof area can only be booked at the discretion of the Town Clerk**