

Please return this form to:
The Clerk Cheadle Town Council
The Lodge
21 Tean Road
Cheadle
Staffordshire Moorlands
ST10 1LG
Tel: 01538 754288

OFFICE USE ONLY

Booking:
Initial enquiry:
Invoice No:
Hire total:
Deposit :

Date paid:

Donation:

Date paid:

BOOKING FORM, PARTY IN THE PARK TEAN ROAD RECREATION GROUND

EVENT DATE: SUNDAY 6th AUGUST 2017

APPLICANT DETAILS:

NAME:

COMPANY/ ORGANISATION:.....

ADDRESS:.....

VAT REGISTRATION NO. (If applicable):

TEL NO.:..... **MOBILE NO.:**.....

EMAIL:

COMPANY /CHARITY DETAILS INCLUDING CHARGES IF APPLICABLE:

Please state exact nature of stall/attraction below together with any special requirements i.e. space needed:

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.....

CHEADLE TOWN COUNCIL

Please provide insurance details. COPIES OF INSURANCE POLICIES, FOOD HYGEINE CERTIFICATES (if applicable) AND RISK ASSESSMENTS MUST BE PROVIDED AT LEAST TWO WEEKS PRIOR TO THE EVENT.

Please note that all applications must be approved by the Council.

SIGNATURE: **DATE:**

PRINT NAME:

All applications must be made by the individual or organisation which is personally going to use the space.

NOTES

1. The Council reserves the right at its absolute discretion to refuse any application without being required to give reasons for its decision.
2. We only hold provisional bookings for 5 working days.
3. Applications from organisations must include a covering letter on the organisation official letterhead.
4. Payment by invoice only
5. Cheques to be made payable to Cheadle Town Council