

**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: .....

Charges:  
Charities only, Free of Charge  
For all other charges see below.

Deposit : .....

Date paid: .....

Charges .....

Date paid: .....

**BOOKING FORM, PARTY IN THE PARK TEAN ROAD RECREATION GROUND**

**EVENT DATE: SUNDAY 5th AUGUST 2018**

**APPLICANT DETAILS:**

**NAME:** .....

**COMPANY/ ORGANISATION:**.....

**ADDRESS:**.....

**VAT REGISTRATION NO. (If applicable):** .....

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

**EMAIL:** .....

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**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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.....  
.....  
.....  
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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**

Charges;

Trade – including stalls and stands	£25
Food Retailers – including ice cream and soft drinks	£100
Attractions – one item	£50
Bar	£250
Fair and multiple attractions	£300

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 only.
3. Applications from organisations must include a covering letter on the organisation official letterhead.
4. Payment to be made at time of booking.
5. Cheques to be made payable to Cheadle Town Council.