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| **DoverCrest DoverCrest** |
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| **PLEASE NOTE: COMPLETION OF THIS APPLICATION FORM DOES NOT CONSTITUTE A CONFIRMED BOOKING. UNTIL YOU RECEIVE A CONFIRMATION FROM THE TOWN COUNCIL THIS REMAINS PROVISIONAL. COMMERCIAL & SEMI-COMMERCIAL HIRERS MUST PROVIDE AN OFFICIAL PURCHASE ORDER BEFORE CONFIRMATION CAN BE SENT.****Please return forms to bookings@dovertowncouncil.gov.uk** |

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| **Section 1 – Details of booking** |
|  |
| **Date Required:**  |  |  |
|  |  |
| **Timings:** |  **Hire Starts:** |  |  **Hire Ends:** |  |
| **(Between 09:30 – 16:30)** |
| **Room(s) Required: *(tick as appropriate)*** |
|  |
|  Council Chamber: |  |  Charter Room: |  |  Use of Kitchen area: |  |
|  |
| Number of attendees: |  |  |
|  |
| **Purpose of hire:** |
| **Seating arrangements:** |
| **Do you require use of the Projector / Screen / Flipchart? *(delete as appropriate)*** |

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| **Section 2 – Disabled Access**  |
|  |
| Do you need wheelchair access via a ramp in the courtyard?  | Yes |  | No |  |
|  |  |  |  |  |
| Will there be Assistance Dogs present?  | Yes |  | No |  |
|  |  |  |  |  |
| Do you have any other requirements? | Yes |  | No |  |
| *(If Yes please specify below):* |

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| **Section 3 – Certification** |
|  |
| I confirm that I have read and understand the Conditions of Hire and agree that I and all those attending will be bound by them. |
|  |
| I agree to supply all information required in the Conditions of Hire and any information which may be requested by the Town Council. |
|  |
| NAME OF CONTACT:*(BLOCK CAPITALS)* |  |  |
|  |  |  |
| Name of Organisation: |  |  |
|  |  |  |
| ADDRESS: |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| TELEPHONE: |  |  Email: |  |  |
|  |  |
| SIGNATURE: |  |  |
|  |  |  |
| VAT No. *(if applicable)* |  |  |
|  |  |  |
| Purchase Order Number: | *(Please enter N/A if this is not applicable)* |

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| --- | --- |
| Please complete and return to: | Room Hire |
|  | Dover Town Council |
|  | Maison Dieu House |
|  | Biggin Street |
|  | Dover |
|  | Kent CT16 1DW |
|  | Telephone: 01304-242625 |
|  | Email: bookings@dovertowncouncil.gov.uk |

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| **SECTION 4 – FOR OFFICE USE ONLY:** |
|  |
| Outlook Diary Updated: | Yes |  | No |  |
|  |
| Official Purchase order received *(semi & commercial hirers only)* | Yes |  | No |  |
|  |  |  |  |  |
| Invoice for room hire sent *(semi & commercial hirers only)* | Yes |  | No |  |
|  |
| Confirmation of booking returned to hirer: | Yes |  | Date |  |
|  |
| Name of Officer: |  | Date completed: |  |