

# DOVER TOWN COUNCIL

## PENCESTER PAVILION – BOOKING FORM

**Please provide the following information on this form and, when completed, return it to:  
Dover Town Council, Maison Dieu House, Biggin Street, Dover, Kent. CT16 1DW  
(Tel: 01304 242625)**

<b>SOCIETY/ORGANISATION:</b>	
<b>PERSON RESPONSIBLE FOR THE EVENT:</b>	Name: Address:
<b>DATES REQUIRED:</b>	Telephone Number: Contact number on day of event:
<b>TIMES REQUIRED:</b>	<b>FROM:</b> <span style="float: right;"><b>TO:</b></span>
<b>DETAILS OF PROPOSED USE OF PAVILION:</b>	
<b>ESTIMATED NUMBER OF PEOPLE USING THE PAVILION:</b>	
<b>ESTIMATED NUMBER OF SPECTATORS EXPECTED IN PENCESTER GARDENS:</b>	
<b>PLEASE IDENTIFY AND LIST ANY SAFETY CONSIDERATIONS:</b>	
<b>IS AN ELECTRICITY SUPPLY CONNECTION REQUIRED:</b>	
<b>WHAT OTHER EQUIPMENT OR PROPS WILL BE USED ON THE PAVILION:</b>	

**Please read the following notes: -**

**SAFETY**

Depending on the use of the Pavilion and the number of people involved you should be aware that the District Council Safety Officers might be required to advise on your event. Evidence of insurance cover is required for every use of the Pavilion. Permission to use the Pavilion will not be granted without such evidence being provided.

**PERMITTED USE**

Please note that the permitted use for the Pavilion is for the performance of live music and as a venue for other artistic performances, displays and exhibitions. The Pavilion Use, until further notice is being given complimentary.

The Pavilion must be left in a tidy condition after use and in making a booking the society or organisation will have accepted liability for making good, to the Town Council's satisfaction, any damage to the Pavilion while they have the responsibility for its use. You should also check with the District Council whether or not you require an Entertainment Licence for your event.

**AMPLIFIERS/PA SYSTEMS/ELECTRICITY SUPPLY**

The use of PA systems and/or amplifiers should be limited so as not to cause offence or nuisance to local residents. Supply details: 4 x 3 point square plug sockets, one phase AC 230Volts, 50Hertz, 24KVA, 100 Ampere rating.

**BOOKING CONFIRMATION**

Requests for the use of Pencester Pavilion will be considered on a first come first served basis.

**FOR OFFICE USE ONLY**

<b>Date received:</b>	<b>Date replied:</b>
<b>Date approved:</b>	<b>Date DDC advised:</b>