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| **Hire of Land Booking Form**  |
| All hire of land is subject to availability. Please contact a member of staff at the Town Hall to check availability before completing this form. |
| Contact Name |  |
| Name of Business/Organisation |  |
| Charity Number(if applicable) |  |
| Address |  |
| Contact number |  |
| Email address |  |
| Date(s) of Hire |  |
| Times of Hire | Arrival |  | Departure |  |
| Which area do you require: |
| What will the land be used for?Please provide as much detail as possible |  |
| Will the event include live or recorded music? | Yes / No   If Yes, a music licence will be required |
| Will the event be open to the public? | Yes / No |
| How many people will be attending? | Up to 499 / 500+ |
| Is it a free or chargeable event? | Free / Chargeable |
| Will all profits be given to a Gillingham charity/not for profit organisation? | Yes / NoIf Yes, please give details if not provided above: |
| Will you require additional litter bins at a cost of £5.44 per bin? | Yes / No If Yes, how many? |
| Will you be hiring temporary toilets? | Yes / No |
| Will you require access to the electricity points? | Yes / No |
| **DECLARATION**The individual and/or organisation detailed above accept and agree to the terms and conditions in the Hire of Town Council Land Policy. I confirm I am age 18 or over.**SIGNED: DATE:** |
| Please send completed booking formsto:GTC@gillinghamdorset-tc.gov.ukOr Gillingham Town Council, School Road, Gillingham, Dorset SP8 4QR | GTC use: | Date |
| Application checked Application acknowledgedDate of Full Council meeting Application decision Applicant notified of decision Invoiced |