

STURMINSTER NEWTON TOWN COUNCIL
The Exchange, Old Market Hill, Sturminster Newton, Dorset DT10 1QU
e-mail: admin@sturminsternewton-tc.gov.uk

**Application for the Hire of Recreation Ground
(RIXON)**

Please complete two booking forms, sign & retain one for your own records and return one copy to The Town Clerk at the above address or via email. All bookings will require to be accompanied by a deposit of £200, a copy of your risk assessment document & public liability insurance document.

Name of organisation:.....

Address:.....

.....**Post code**

Tel:..... **Fax:**..... **E-mail:**.....

Named responsible officer:.....

Contact Tel:.....(daytime)(evening)

Date/s required:..... **Will date include evening before hire date? Yes/No**

Event

Details:.....

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Account to:.....

.....**Post code:**.....

- Copy of Insurance Policy provided (if applicable)
- Copy of Risk Assessment provided (if applicable)

We have read and accept the terms and conditions and agree to settle accounts within 28 days. Please find enclosed our returnable* deposit cheque of £200 (made out to Sturminster Newton Town Council).

Signed.....Position.....Date.....

*This cheque will be held unbanked in the Council Office until after the event as security against any loss or damage incurred.