

Cinque Port Town of New Romney



Mrs C. Newcombe
Town Clerk
and
Responsible Financial Officer

Town Clerk's Office
Town Hall
New Romney
Kent TN28 8BT

Tel: New Romney 01797 362348

APPLICATION FOR USE OF TOWN COUNCIL-OWNED OR MANAGED LAND

THE APPLICANT'S ATTENTION IS DIRECTED TO THE TERMS AND CONDITIONS FOR USE OF TOWN COUNCIL-OWNED OR MANAGED LAND ACCOMPANYING THIS FORM.

I hereby make an application for use of Town Council-Owned or Managed Land as stated below:-

ORGANISATION:

NAME:

ADDRESS:

TELEPHONE NOS:

EMAIL:

NAME/ADDRESS TO
SEND INVOICE TO:
(If difference from above)

TYPE OF EVENT:

DATE(S) OF BOOKING(S):

TIME: From: To:

CHARGE:

KEYS REQUIRED:

RISK ASSESSMENT
COMPLETED: YES/NO/TO FOLLOW

PUBLIC LIABILITY
INSURANCE PROOF PROVIDED: YES/NO/TO FOLLOW

Contact by telephone – Monday & Wednesday 8.30 – 4.30, Friday 8.40 – 3.30
Payments & Enquiry Office Open 9.00 – 12.00 Noon, Mon. Wed. Fri.

DEPOSIT: A £250.00 DEPOSIT MAY BE REQUIRED FOR CERTAIN EVENTS, AT THE DISCRETION OF NEW ROMNEY TOWN COUNCIL. THIS IS REFUNDABLE SUBJECT TO THE SITE BEING LEFT IN A SATISFACTORY CONDITION

I acknowledge receipt of the Conditions of Hire for Use sent with this form. I accept such conditions in full and I agree that any use resulting from this application shall be subject to such conditions.

DATE ----- SIGNATURE -----

PLEASE TAKE YOUR RUBBISH AWAY WITH YOU – THANK YOU