



## Wantage Town Council - VC Forecourt Booking Form

This form must be completed and submitted with all required documents. Payment must be made once the booking has been confirmed.

### 1. Organisation Details

Name of Organisation/Group: \_\_\_\_\_

Type of Organisation:

Community Group       Charity

(**Note:** Businesses, political and religious groups are not permitted.)

Charity Number (if applicable): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Postal Address: \_\_\_\_\_

### 2. Stall Details

Date Requested: \_\_\_\_\_

Time of Stall (Start - End): \_\_\_\_\_

Purpose of Stall: \_\_\_\_\_

Are you fundraising?

Yes       No

(**Note:** Public collections or donation tins are only permitted for charitable purposes).

Are you using a gazebo?

Yes       No

If yes, how many 3x3m gazebos? \_\_\_\_\_

Gazebos must be securely weighted

### 3. Insurance

I confirm that I have attached a valid Public Liability Insurance certificate

I confirm that any food sales are covered by this policy

#### 4. Fee and Payment

Booking Fee: £10 (flat fee for full or half space)

**PLEASE DO NOT PAY UNTIL THE BOOKING HAS BEEN AUTHORISED,**

Bank: Unity Trust

Account Name: Wantage Town Council

Sort Code: 60-83-01

Account Number: 20457581

Reference: VC (your organisation's name )

#### 5. Declaration

By signing below, I confirm that:

- I have read and agree to the VC Forecourt Use Policy
- My group is eligible under the policy (non-commercial, non-political, non-religious)
- I will ensure the site is used responsibly and left clean and tidy

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

#### 6. For Office Use Only

- Public Liability Insurance Received:
- Payment Received:
- Noted on Teams Calendar: