

# Culture, Leisure, Sport and Libraries Community Equipment Hire – Booking Form 024 7683 2368

**Please read carefully: Data protection Act 1988.** The Data Controller is Coventry City Council. The details you provide on this form will only be used in connection with the services offered by Culture, Leisure and Libraries.

## **TWO WEEKS NOTICE IS REQUIRED ON ALL BOOKINGS**

Date of Event \_\_\_\_\_

Name of Event \_\_\_\_\_

Location Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Name of Organiser \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Contact Telephone Numbers:

Daytime \_\_\_\_\_ Mobile \_\_\_\_\_

Delivery Date/ Time **\*\*** **\*\*Earliest delivery /collection time is 9.30am: All year round**

Collection Date/ Time **\*\*** **\*\*Last delivery/collection time is 8pm: 1 April – 30 September 3pm: 1 October – 31 March**

**\*\* Please be aware that on some days (at certain times) there will NOT BE A DRIVER available. You will be advised if this is the case when your booking form is processed.**

# Culture, Leisure, Sport and Libraries Community Equipment Hire – Booking Form

**024 7683 2368**

## Equipment Available

Item	Quantity Available	Quantity Required
<b>Marquee</b> <sup>1</sup> 20' x 20'	Two	
<b>Dance Floor</b> <sup>2</sup> 16' x 16' wooden flooring	One	
<b>Market Stalls</b> 8' long x 6' high x 5' wide Counter space 8' long x 3' wide	Ten	
<b>Trestle Tables</b> 6' long x 2' wide	50	
<b>Chairs – folding plastic</b>	500	
<b>Iron stakes – supplied with tape</b> suitable for marking arena spaces	200	
<b>Portable Public Announcement System</b>	Two	
<b>Fencing – Barrier</b> each section 4' high x 8' wide If sections to be split please order extra legs	Twelve	
<b>Waste Bins plus liners</b> <sup>3</sup> emptying and disposal of rubbish is the event organisers	Twenty	
<b>Fire extinguishers</b> Foam, Powder or CO <sup>2</sup>	Three of each (please state type required)	

- The marquee will be erected by the delivery staff and this takes approximately one hour. Please allow for this when arranging your delivery time. (Minimum space required for the marquee is 30' square). For health and safety reasons this will not be supplied during high winds.
- The dance floor will be erected by the delivery staff and this takes approximately 30 minutes. Please allow for this when arranging your delivery time. For health and safety reasons this will not be supplied during wet weather conditions.
- Waste bins must be emptied prior to collection and this is your responsibility.

### Terms and Conditions

Please read the terms and conditions on the website and sign below to confirm your acceptance.

Signature \_\_\_\_\_

Name (block capitals) \_\_\_\_\_

Date \_\_\_\_\_