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**CIVIC HALL BANNER BOOKING FORM**

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| --- | --- | --- | --- |
| **Name:** |  | | |
| **Address**: |  | | |
| **Email**: |  | | |
| **Phone**: |  | **Mobile**: | |
| **Banner event details:** | | | |
| **Date/s** **required**: | From: | | To: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Charges (for banners of max. length 10ft )** | | Please tick | Amount payable £ |
| Charitable / Non-profit | £4.50 per day |  |  |
| Private / Corporate | £9.00 per day |  |  |

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| --- | --- | --- |
| **IT IS ESSENTIAL YOU READ THE FOLLOWING STATEMENTS BEFORE SIGNING** | | |
| I / We hereby make application to display a banner on railing at the Civic Hall, Totnes, for the purpose and on the date(s) as set out above.  I / We agree to collect the banner within a week of the advertising end date and agree that the banner will be disposed of after that period if it remains uncollected.  I / We undertake to pay the Council’s charges. I / We are over 18 years of age. I / We have read the Council’s Privacy Notice and Privacy Policy (see <http://www.totnestowncouncil.gov.uk> ) | | |
| Date: | Signed: | |
| Print name: | | Organisation: |
| Payments can be made by Bank Transfer to: HSBC - Account No. 81106686, Sort code 40-44-24.  Cheques payments should be made payable to Paige Adams Trust. | | |

This form should be returned to: Totnes Town Council, The Guildhall Offices, 5 Ramparts Walk, Totnes TQ9 5QH