



WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

Tel: 01823 662855

Email: info@wellingtontowncouncil.co.uk

POP-UP SHOP 31 Fore Street Wellington TA21 8AG

APPLICATION FORM



**Please complete the form as appropriate in BLOCK CAPITALS and return to
Wellington Town Council Office**

| | |
|---|--|
| Contact Name | |
| Organisation Name: | |
| Give a brief description of your business/organisation/body and purpose of hiring the Pop-Up Shop <i>This is required to enable WTC to select the correct tariff.</i> | |
| Charity Name <i>(if appropriate)</i> | |
| Charity Number <i>(if appropriate)</i> | |
| Address | |
| Contact Telephone Number | |
| Email Address | |
| Invoice address <i>(if different from above)</i> | |
| Public Liability Cover <i>(Minimum of £5million, a copy must be provided)</i> | |
| PAT Test Certificate <i>(Portable Appliance Test)</i> Please list electrical items to be used | |
| Hire Period <i>(bookings are Monday – Saturday and for periods of one week, two weeks or one month)</i> | |
| Hire From: | Day: Month: Year: |
| To: | Day: Month: Year: |
| Contact Name & Telephone Number of the Supervisor or Manager contactable during the hire of the shop | |

| Tariff Details | | |
|---|--|----------------------------|
| | WEEKLY | MONTHLY |
| Tariff 1 – Registered Charities or non-profit Organisations. Promoting awareness and engagement. | Utilities | Utilities |
| Tariff 2 – All other enterprises | £150.00 + Utilities | £500.00 + Utilities |
| Deposit | £100.00 The cost of Utilities during the hire will be deducted from the deposit at the end of your time in the shop. | |

Any further comments to support your application:

| | |
|---------------|--|
| Signed | |
| Print | |
| Date | |

NOTES:

- Submitting a completed booking form and supplying a copy of your public liability insurance certificate and other documents, does not give automatic permission for your promotional event to go ahead.
- The information provided will be considered and a decision will be made within 10 working days.
- An invoice will be forwarded to you – payment to be made by return by BACs Transfer (see account information as detailed on invoice) or by cheque, payable to: “Wellington Town Council”
- Wellington Town Council will only use the information provided on this form for the intended purpose of administration relating to the Po-Up Shop. The Council’s Privacy Notice sets out how Wellington Town Council processes your personal data. It can be viewed online at www.wellingtontowncouncil.co.uk. A paper copy is available upon request.
- Please contact the Town Council office if you need any further information:

Telephone number: 01823 662855

Email: info@wellingtontowncouncil.co.uk