

## The Esplanade Booking Form

### Terms & Conditions

1. Your organisation is to indemnify Watchet Town Council against all/any claims for damage and/or injury etc that may be caused as a result of the use of the site
2. The site is to be left in a clean and tidy condition and any damaged surface areas to be restored to the satisfaction of Watchet Town Council
3. Public access to the land is to be maintained
4. Unfettered access must be maintained for all emergency vehicles, and in particular the free movement of the coastguard vehicles must be maintained between each and all access points at Harbour Road, Swain Street, Esplanade Lane to Watchet Coastguard station
5. To ensure that your organisation has sufficient first aid arrangements set in place and that the event is fully marshalled from start to finish
6. Any appropriate byelaws are adhered to
7. Complete and return of the Risk Assessment Form \*
8. \*Subject to the approval of the Tourism & Leisure Committee which meets once a month. Please submit the signed booking form and signed risk assessment form to the office as soon as possible to ensure they are received in good time for this meeting
9. Gazebos are to be erected by trained, authorised persons only. If you are unsure, please contact the Council.

<b>Organisation</b>	
<b>Contact Name</b>	
<b>Contact Address</b>	
<b>Contact Tel No</b>	

Date of Event	Brief Description of Event	Time of Event	
		Start	End

<b>Is your organisation covered by Public Liability Insurance to cover any damage to the Esplanade?</b>	<b>Yes</b>	<b>No</b>
<b>If 'Yes'</b> Watchet Town Council must receive a copy of your Insurance Policy before any booking is allowed to commence		
<b>If 'No'</b> your organisation is to indemnify Watchet Town Council against all/any claims for damage and/or injury etc that may be caused as a result of the use of the site <b>Please sign here:</b> <span style="float: right;"><b>Date:</b></span>		

<b>Will you require use of the Watchet Town Council Electricity Supply?    YES    NO    (please circle)</b>
If yes, please contact the Council office for a copy of the Health & Safety Electrical Procedure and access to the power cables/leads (use of this service will incur a refundable deposit of £50.00)

<b>Signature of Applicant:</b>	<b>Date:</b>
By signing this booking form I give my consent for the details that I have provided to be stored physically and digitally and to be used by the Officers, Members and agents of Watchet Town Council for the purposes of providing this service. The Council's General Privacy Notice confirms how we handle personal data and can be requested from the Council office or the Council's webpage <a href="http://www.watchettowncouncil.org">www.watchettowncouncil.org</a>	

**If you require hire of the Watchet Town Council gazebos, please see the reverse**

**Any Correspondence Relating To This Document Must Be Addressed To:**  
**Watchet Town Council, Watchet Visitor Centre, Harbour Road, Watchet, Somerset, TA23 0AQ**  
**[townclerk@watchettowncouncil.org](mailto:townclerk@watchettowncouncil.org)    01984 633344**

<b>Will you require hire of the Watchet Town Council gazebos?</b>		
<b>If 'Yes', who shall be erecting the gazebos?</b> (see Terms & Conditions item 9 for more information)		
Watchet Town Council has the following Gazebos available for hire:	<b>How Many?</b>	<b>Total Charge</b>
3x Hexagonal Gazebos @ £10.00 each		
13x Square Gazebos @ £7.50 each		
Refundable Deposit @ £50.00 per Gazebo (required before hire is approved)		
<b>TOTAL</b>		

**PLEASE RETURN THIS FORM TOGETHER WITH THE SIGNED RISK ASSESSMENT TO THE OFFICE**

**FOR OFFICE USE ONLY - Authorised by the Town Clerk or Designated Officer**

**Signed:**

**Date:**