



# Tiverton & District Community Transport Association & Mid Devon Shopmobility

Multi-Storey Car Park, Phoenix Lane, Tiverton, Devon, EX16 6NB  
Registered Charity No. 1099477 Company No. 4738406 Company Ltd by Guarantee

## Application for Use Of The Meeting Room.

### DETAILS OF HIRER:

Name of Organisation or Hirer \_\_\_\_\_  
Name of Person Responsible \_\_\_\_\_  
Position in Organisation (if applicable) \_\_\_\_\_  
Address of Hirer \_\_\_\_\_  
Post Code \_\_\_\_\_  
Contact Phone Number \_\_\_\_\_

### DETAILS OF THE BOOKING:

Date of Proposed Booking \_\_\_\_\_  
Times (half day am/pm or full day) \_\_\_\_\_  
Purpose of Hire \_\_\_\_\_  
No. of people expected to attend (approx) \_\_\_\_\_  
Additional facilities/Equipment Required \_\_\_\_\_  
Tea / Coffee Required \_\_\_\_\_

### INVOICE DETAILS: (If different from details of hirer.)

For The Attention Of: \_\_\_\_\_  
Address: \_\_\_\_\_

I have received a copy of the conditions of hire and I agree to abide by them.

I agree to pay all charges that may be due.

I agree to leave the premises hired, in a clean and tidy condition.

I agree to ensure that any electrical equipment brought onto the premises is safe and fit for use.

I agree to abide by the relevant Association policies.

Signature of Hirer \_\_\_\_\_ Date \_\_\_\_\_

**There is a £5 Cancellation fee (if less than 48 hrs notice payment in full is required).**