

## GAZEBO HIRE REQUEST FORM

Event						
Hirer						
Organisation	n (to be invoiced)					
Contact Nan	ne					
			Email			
Is this person	on the site contac	t? If not:				
Contact Nan	ne					
Number			Email			
Period of	hire					
Start date			End date			
Delivery time	e		Collection time			
	<b>t</b> hey being delivered					
Any special	instructions for acc	ess?				
Is the surfac	e (tick) Grass		Hard standing		Other	
Do you have	e a site plan / Stall	map showing gaze	bo locations	? (Plea	ase submit with th	nis request)
Doguiyan						
Requirem		Cinala (0	(v2m)	Other (4v0m)		
Gazebos:		Single (3		Olliei (4XZIII)		
Gutters:	Double (6m)	Single (3	sm)			
Sides.	Solid	Clear				



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OTHER:			
Council use only for inte			
Cost code to be charged	/		
Office use – Before Hire			
Is the form overleaf completed?			<ul> <li>continue booking confirmation</li> </ul>
		No	<ul> <li>contact hirer to clarify information</li> </ul>
Number of staff required			Staffing arranged? (by who)
Cost of staffing	£		Customer quoted? (by who)
Hire agreement issued?	(when)		(by who)
Office use – After Hire			
Hire agreement returned?	Yes / No		(by who)
Debtor set up?	Yes / No		Debtor No-:
Invoice issued?	Yes / No		Inv No-:
Booking logged?	Yes / No		(by who)
Form scanned?	Yes / No		(by who)