

Fee: £ £ £	Net VAT Gross	Paid: Cheque/ Cash Receipt No: Added to s/sheet: Y / N	Invoice: Date: Batch Number: CCM	Number:
Insurance checked: Y / N Discounts: CC business (-50%)/ multi booking (-10%)/ new CC business (1 st booking free)/ other (attach approval)			Booked to Calendar: Y / N	<input type="text"/>

SWANSEA CITY CENTRE PROMOTIONAL AND EVENT LETTINGS SERVICE



APPLICATION FORM

**Please note all applications are subject to availability and terms and conditions.
Completing this form DOES NOT constitute a booking. Please circle the relevant answer.**

Full Name of organisation:	
Acting of behalf of (if applicable):	
Address:	
	Postcode:
Lead contact person:	
Title within organisation:	
Land-line telephone number (include dialling code):	
Mobile number (if applicable):	
Email address:	
Are you VAT registered?	Y / N
Is the above address the same as the billing address?	Y / N
If NO please state the billing address:	
	Postcode:
Please circle the nature of your organisation:	
National Commercial Local Commercial National Charity Local Charity	
Other: _____ Charity Number: _____	
<i>* the determination of local is head-quarters based within the boundary of the City and County of Swansea local authority area</i>	
Please circle the nature of the activity(s):	
General Promotion Leafleting Recruitment Product/ Brand Launch/ Opening	
Fundraising Food Tasting Market-research Entertainment	
Street Trading Event (e.g. market stalls) Other (please state):	

Please provide a brief description of the activity you are planning to do:

Will your activity involve collecting money for charity?

Y / N

If YES, you will need a special licence. Please contact 01792 635600

Will your promotion involve signing the public up to donating by direct debit?

Y/ N

As part of your activity will you be bringing any type of structure into the City Centre?

Y / N

If YES, this is Structural Lettings
If NO, this is Canvassing Lettings

STRUCTURAL LETTINGS

(If using any vehicle, equipment or other item/s which sit on the highway)

CANVASSING LETTINGS

(No structures)

Preferred dates and sites required:

* Applications are accepted on a monthly booking basis. Should you require further dates for another month please fill out a separate application form.

* Direct-debit fundraisers are restricted to two sites per day.

* Please refer to the Guidance Notes for set site locations and details. For areas which are currently not designated as Letting sites, for example the area immediately outside a particular store in the City Centre, please set out your request under 'Other Site/s Request' below.

Date/s	Site/s	Date/s	Site/s

Other site/s request details:

Complete for Structural Lettings only

Circle and describe the vehicle and type of equipment and/or other items that will be used:

Trailer/ vehicle	Generator <i>(diesel and super-silent type only)</i>
Approx. dimensions _____	Output _____
Approx. weight _____	
Promotional stands/ exhibition boards	Electrical equipment (please list below)
Quantity _____	_____
Marquee/ gazebo	Stage/ platform
Approx. dimensions _____	Approx. dimensions _____

Other (please describe): _____

Access

What time will you require access to the site for setting up?	(Note: set up must be complete by 10am)
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Health, Safety and Insurance

Do you have a risk assessment for your activity?	Y / N If YES, please attach
What are the key potential safety risks of your activity?	
How will you manage these risks?	
Public Liability Insurance is required to use the City Centre. - What level of cover do you currently have? - What is the renewal date of the insurance? - Copy supplied	Y / N
For activities involving food tasting, a food hygiene certificate is required. Please supply a copy.	Copy supplied: Y / N

Payment

What is your preferred method of payment? (please circle)	Invoice	Cheque	Cash
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Special Requirements

Please use this space to outline any special requirements not previously covered:

Declaration:

By signing this form you agree that you/ the organisation you are representing will at all times indemnify and keep indemnified the Council for and against all liability for personal injury (whether fatal or otherwise) and for loss or damage costs claims and expenses howsoever caused or incurred which but for the granting of such permission as aforesaid would not have arisen. I/We (as named on this form) also accept that the Council does not warrant or offer any guarantee that the land and/or location is suitable for the purpose intended. I/We also agree to abide by the Lettings Terms and Conditions of Use and instructions of the Head of Economic Regeneration and Planning or other duly authorised officer of the Council. I/We have read and agree to the Terms & Conditions of Use of the Promotional Lettings Service.

Print Name: _____

Signature: _____

Date: _____

Thank you for completing this form. We will contact you shortly to confirm arrangements. Please return to City Centre Management, Civic Centre, Room 2.6.3, Swansea, SA1 3SN or email citycentremangement@swansea.gov.uk.

For queries contact 01792 633095 or visit www.swanseacitycentre.com