

## PROMOTIONAL EVENT SPACE BOOKING FORM 2021/22

### COMPANY DETAILS

BOOKING START DATE:		BOOKING FINISH DATE:	
COMPANY NAME:	VAT NO:		
ADDRESS:			
TELEPHONE NUMBER:			
EMAIL ADDRESS:			
CONTACT NAME:			
CHARITY: (PLEASE PROVIDE NUMBER)	BID MEMBER:	OTHER:	

### BOOKING DETAILS

NAME/DESCRIPTION OF ACTIVITY:								
OVERALL SIZE OF DISPLAY/EQUIPMENT BEING USED: <b>If available, please supply an image</b>	All equipment forming part of display <b>MUST</b> be listed below and on the risk assessment							
VEHICLE BEING USED:	YES/NO No vehicles can be left parked onsite – they must be parked up unless prior agreement made							
EVENT LOCATION (PLEASE TICK ONE)	WHARF GREEN		THE PARADE		CANAL WALK		REGENT STREET	
	HAVELOCK SQUARE		ALL AREAS					
ARRIVAL TIME:				DEPARTURE TIME:				
ELECTRICITY REQUIREMENT (Wharf Green/Canal Walk, The Parade & Havelock Square):	YES/NO			£2.55 PER HOUR			No of Hrs	

Signed: \_\_\_\_\_ Printed: \_\_\_\_\_ Date \_\_\_\_\_

## SWINDON TOWN CENTRE PROMOTIONAL EVENT SPACE CHARGES 2021/22

Days	Charge
Monday	£200.00 + VAT
Tuesday	£200.00 + VAT
Wednesday	£200.00 + VAT
Thursday	£200.00 + VAT
Friday	£200.00 + VAT
Saturday	£250.00 + VAT
Sunday	£200.00 + VAT

Monday – Saturday £1,100 + VAT

Monday - Sunday £1,250 + VAT

Leafletting (per person per day) £25.00 + VAT  
Max 4 people per day

VAT @ 20%

All bookings are provisional until full payment is received. Your booking will then be confirmed by inSwindon and a consent form issued.

**Payment terms: Payment must be made in full 14 days prior to your booking**

\*Charity bookings will receive a 50% discount on the above prices

**The above prices apply from 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022**