



## WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

Tel: 01823 662855

Email: [info@wellingtontowncouncil.co.uk](mailto:info@wellingtontowncouncil.co.uk)

### POP-UP SHOP 31 Fore Street Wellington TA21 8AG

### APPLICATION FORM



**Please complete the form as appropriate in BLOCK CAPITALS and return to  
Wellington Town Council Office**

<b>Contact Name</b>	
<b>Organisation Name:</b>	
<b>Give a brief description of your business/organisation/body and purpose of hiring the Pop-Up Shop</b> <i>This is required to enable WTC to select the correct tariff.</i>	
<b>Charity Name</b> <i>(if appropriate)</i>	
<b>Charity Number</b> <i>(if appropriate)</i>	
<b>Address</b>	
<b>Contact Telephone Number</b>	
<b>Email Address</b>	
<b>Invoice address</b> <i>(if different from above)</i>	
<b>Public Liability Cover</b> <i>(Minimum of £5million, a copy must be provided)</i>	
<b>PAT Test Certificate</b> <i>(Portable Appliance Test)</i> <b>Please list electrical items to be used</b>	
<b>Hire Period</b> <i>(bookings are Monday – Saturday and for periods of one week, two weeks or one month)</i>	
<b>Hire From:</b>	<b>Day:                      Month:                      Year:</b>
<b>To:</b>	<b>Day:                      Month:                      Year:</b>
<b>Contact Name &amp; Telephone Number of the Supervisor or Manager contactable during the hire of the shop</b>	

<b>Tariff Details</b>		
	<b>WEEKLY</b>	<b>4-WEEKLY</b>
<b>Tariff 1 – Registered Charities or non-profit Organisations. Promoting awareness and engagement.</b>	<b>Utilities</b>	<b>Utilities</b>
<b>Tariff 2 – All other enterprises</b>	<b>£150.00 + Utilities</b>	<b>£500.00 + Utilities</b>
<b>Deposit</b>	<b>£100.00</b> The cost of Utilities during the hire will be deducted from the deposit at the end of your time in the shop.	

**Any further comments to support your application:**

**By signing this form you agree to all Terms and Conditions laid out in the Handbook.**

<b>Signed</b>	
<b>Print</b>	
<b>Date</b>	

**NOTES:**

- Submitting a completed booking form and supplying a copy of your public liability insurance certificate and other documents, does not give automatic permission for your promotional event to go ahead.
- The information provided will be considered and a decision will be made within 10 working days.
- An invoice will be forwarded to you – payment to be made by return by BACs Transfer (see account information as detailed on invoice) or by cheque, payable to: “Wellington Town Council”
- Wellington Town Council will only use the information provided on this form for the intended purpose of administration relating to the Po-Up Shop. The Council’s Privacy Notice sets out how Wellington Town Council processes your personal data. It can be viewed online at [www.wellingtontowncouncil.co.uk](http://www.wellingtontowncouncil.co.uk). A paper copy is available upon request.
- Please contact the Town Council office if you need any further information:

Telephone number: 01823 662855

Email: [info@wellingtontowncouncil.co.uk](mailto:info@wellingtontowncouncil.co.uk)