

Market Deeping Town Council
 Town Hall
 Market Place
 Market Deeping
 PE6 8EA

Telephone: 01778 343170
 Email: mdtc.townclerk@btconnect.com
 Web: <http://parishes.lincolnshire.gov.uk/marketdeeping/>
 Town Clerk: Mrs S Lydford



Request to erect a banner Outside the Town Hall

Applicant Name: _____	Date: _____
Company or voluntary body: _____	
Event Title : _____	
Contact details: _____	
Telephone/email address : _____	

Proposed Erection Date: _____	Removal Date: _____
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(Please note that banners must remain in situ for no more than 21 consecutive days)

Do you or the company have liability insurance to cover accidental damage (i.e. in the event that someone is harmed if the banner falls/ whilst erecting the banner or in the event that the Town Hall brickwork is damaged?)	Yes / No
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Description of event:

Additional Comments: (if this is a charity event please could you provide details of the charity)

Signature: _____ Date: _____

For Official use only:

Approval granted?	ACCEPTED Yes <input type="checkbox"/>	DECLINED <input type="checkbox"/>	
If declined, reason for decision:			
Letter sent to applicant:	Yes <input type="checkbox"/>		
Email sent to councillors:	Yes <input type="checkbox"/>		

