

Timeline for Programmed Events

Item	Required by date
Initial Request Form	6 weeks before Event
Application Form and documentation - for Small Events	16 days before event
Application Form and documentation - for Large Events	4 Weeks before event
Fee and Deposit	5 days before event
Return of Deposit	within 6 weeks from the end of the Hire Period

CHRONOLOGICAL HISTORY OF THIS DOCUMENT

Meeting:	Date:
Approved: Amenities Committee Meeting	11/01/2022
Ratified: Full Council	25/01/2022
To be Reviewed:	December 2022