

Thurrock Borough Council

Civic Centre, New Road, Grays, Essex, RM17 6SL

This matter is being dealt with by: **xxxx**
xxx@thurrock.gov.uk
Our ref.: **GRA/XX/XXXX**

Direct Line: 01375 652271

Your ref.:

Date: **xx/xx/xxxx**

Document Exchange:

Company: **xxx**
Contact Name: **xxx xxx**
Telephone: Mobile **xxxxxx xxx xxx**
Office **xxxxxx xxx xxx**
Address: **xx xx xx, xxx, xxx, xxx xxx**
Details of Unit: **xxx**
Dates: **xx/xx/xxxx**
Location: **xxx**
Costings: **£xxx**

Thurrock Borough Council agree:-

1. Permission for **[Company name]** to use the above location for promotional activity as detailed in the application.

[Company name] agree:-

1. To pay the fees as detailed above, upon invoice.
2. To indemnify Thurrock Borough Council against any reasonable loss, damage or accidents that occur throughout the duration of and as a result of the promotional activity by **[company name]** or any of its contractors, agents or representatives.
3. To provide Thurrock Borough Council with a copy of their current Public Liabilities Insurance and Indemnity, at least 24hrs prior to any promotional activity commencing.
4. To take every reasonable precaution against damaging the infrastructure of the location(s). All sites used will be inspected after completion of the promotional activity and any damage found to be a result of the promotional activity will be repaired by Thurrock Borough Council and the costs will be recovered from **[company name]**.
5. Not to cause any unnecessary obstruction to the public highway, public access ways or highway users.
6. That all staff on site will adhere to the [The Code of Fundraising Practice](#) set by the Fundraising Regulator (In particular point 16.10, Conduct of Collections), and accept that failure to do so may result in current and future bookings and booking requests being cancelled/declined
7. To liaise with the market manager in the event of licensee position clashing with market layout on market days (Tue, Fri Sat). Licensee to be repositioned according to the market manager's recommendations – any concerns to be directed to Lewis Mills, contactable on the direct line shown above.
8. To acknowledge and adhere to the conditions outlined in the Cancellation Policy, and accept that a cancellation may not result in a full refund to your booking.

Signed

Signed


Economic Development Manager
Thurrock Borough Council

Contact Name
company name

Date:

Date: