



MARLOW
TOWN COUNCIL

High Street Kiosks

Booking Form

Use this form to apply to hire 2 x High Street Kiosks for a display or pop-up event.

** Indicates required question*

Applicant / Organisation Details

I. Organisation / Group Name *

2. Organisation Type *

Tick all that apply.

- Community Group
- Charity
- School
- Club
- Not-for-Profit
- Business / Commercial
- Other: _____

3. Main Contact Name *

4. Contact Position / Role (if applicable) *

5. Contact Telephone Number *

6. Contact Email Address *

7. Website address

Display / Event Details

8. Title / Name of Display or Event *

9. Brief Description of Display / Event (please include purpose and content) *

10. Target Audience *

Proposed Hire Period

11. Preferred Start Date *

12. Preferred End Date *

13. Alternative Dates (if flexible)

Kiosk Usage Details

14. Will any additional equipment be used? (e.g. lighting, sound, digital screens, interactive elements) *Applies to pop-up events only* *

15. Will the display / event involve any activity outside the kiosks? *
Applies to pop-up events only

No

Yes, If yes, please provide details below

Risk Assessment (pop-up events only)

If your application involves a pop-up event, you may be required to submit a risk assessment

16. Do you require a Risk Assessment template *

Mark only one

Yes

No - Risk Assessment is attached to my application

Declaration & Agreement

17. By signing below, I confirm that: *

- I have read and understood the High Street Kiosks - Hire Terms & Conditions (2026)
- I agree to comply fully with these Hire Terms & Conditions
- I accept responsibility for the setup, removal, cleanliness and condition of the Kiosk and agree to pay for any disposal or removal charges as a result of breaching the Hire Terms & Conditions
- I understand that approval is subject to availability and Council discretion
- I have submitted a Risk Assessment (if applicable)

Signed _____

Name (Print) _____

Date _____

Submission

Please return your completed application form to:

Email: office@marlow-tc.gov.uk

Post: Marlow Town Council, Court Garden, Pound Lane, Marlow SL7 2AG

