

**Request to Illuminate Council Assets**

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| **Name of Charity** |  |
| **Charity Registration Number** |  |
| **Contact Name**  |  |
| **Position in Organisation** |  |
| **Postal Address** |  |
| **Email Address** |  |
| **Tel No** |  |
| **Event/Campaign being Recognised** |  |
| **Dates Requested for Building(s) to be Illuminated**  |  |
| **Colour to be Applied** |  |
| **Buildings to be Illuminated (Please Specify):** |
| **Council Offices, Strand Road Derry (at no cost).** |  |
| **The Alley Theatre, Strabane (at no cost)****(currently closed due to renovations)** |  |
| **The Tinnies, Strabane (at no cost)** |  |
| **The Guildhall Clock, Derry (at a cost of £200 + VAT ) – payment details attached** |  |
| **Derg Castle, Castlederg (at a cost of £200 + VAT) - payment details attached** |  |
| **Signed:****Date:** |  |

**Return completed form to: Mayor’s Office, Harbour House, Harbour Square, Derry BT48 6AF Email:** **mayor@derrystrabane.com**

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| **For Official Use Only** |
| **Where a charge applies, confirm charge and issue invoice.** |  |
| **Where more than one request is received for the same dates, confirm allocation of dates.** |  |
| **If the request is likely to have a differential or negative impact on any of the S75 groups, consult with the Equality Officer and complete an EQIA if deemed necessary.****Specify outcome.** |  |
| **If the request is likely to have a Good Relations impact, refer to a designated working group. Specify outcome.** |  |
| **Request Approved:** | **Request Declined:** |
| **Signed by Mayor:****Dated:** | **Signed by Mayor:****Dated:** |

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| **Payment Details**  |
| **Payment can be made via Cash/Card/Cheque/Bacs to below in advance.**1. Payment by credit/debit card to Derry City and Strabane District Council. 028 71 253253 Ext: 6627.
2. Cheques to be made payable to and posted to Derry City and Strabane District Council, Finance Department, 98 Strand Road, Derry BT48 7NN (attach booking form with cheque).
3. Cash payable at Finance Department, Derry City and Strabane District Council, 98 Strand Road, 98 Strand Road, Derry BT48 7NN.
4. BACs payment – sales@derrystrabane.com 028 71 253253 Ext: 6627.

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| **Bank Name & Branch:** | **DANSKE, 6 Shipquay Place, Derry, BT48 6DF. Head Office: PO Box 183, Donegall Square North, Belfast.** |
| **Bank Account Number:** | **40026018** |
| **Bank Sort Code:** | **950797** |
| **IBAN:** | **GB54DABA95079740026018** |
| **SWIFT/BIC:** | **DABAGB2B** |
| **Account Name:** | **DERRY & STRABANE DISTRICT COUNCIL** |

**Remittance to** **sales@derrystrabane.com** **quoting customer no, invoice no or service description.** |

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|  | Data Protection Act 2018 - The information you have provided will only be used to process your application and will not be passed to any other organisation. For further information on your Data Protection rights please see our Privacy Policy at the following link: <http://www.derrystrabane.com/Footer/Privacy-Policy>  |