

**Request to Illuminate Council Assets**

|  |  |
| --- | --- |
| **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)** |  |
| **The Guildhall Clock, Derry (at a cost of £200)** |  |
| **Derg Castle, Castlederg (at a cost of £200)** |  |
| **Signed:**  **Date:** |  |

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

|  |  |
| --- | --- |
| **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:** |