

Window Licence Application Form

FITZWILLIAM ESTATES

The Fitzwilliam (Malton) Estate offers businesses, charities and community groups the opportunity to use the windows of its empty premises to advertise. This will normally be for a period of 1 month at a nominal charge of £20 per month, although this may vary depending on availability.

If you would like to apply for a window licence, please return this completed form as soon as possible and we will get back to you.

Section One – Organiser Details

Name of business/charity/community group _____

Person responsible for window licence _____

Contact address _____

_____ Postcode: _____

Telephone: _____ Email: _____

Section Two – Window Licence Details

Preferred date from: _____ Date to: _____

Description of proposed advertisement: _____

Amount of space required: _____

Is this a: (please tick)

Business advertisement

Advertisement for an event

Advertisement for a charity

Other (please specify)

Signed: _____

Position: _____

Date: _____

Some additional information about window licences

1. A window licence is charged at a cost of £20 plus Vat.
2. The licence would be for an initial period of one month. Notice to end the agreement would be by seven days written notice from either party after this time.
3. In the interest of both parties the window display must be professional and attractive in its design and details must be provided to the Estate Company for approval prior to setting up the display.
4. A key to the property will be provided to set up or make changes to the display during the period of the Licence. However the key will only be provided to access the property during normal office working hours of 9am to 5pm and will not be allowed to be kept out of the office overnight.
5. You would be responsible for any electricity you use at the property although you should check with the Estate Office whether the property has electricity available as sometimes the electricity supply will have been disconnected in vacant properties.
6. The Estate Company insures the building. You would be responsible for insuring any items that you display.
7. Please note that a window licence is for use of the window only and not for any other part of the shop.