**Application form for the hire of Pucklechurch parish council owned public spaces.**

**Before completing the application form, please read the outdoor events policy (use of council lands).**

Applicants are responsible for informing the parish council of your event plans and applying for permissions and licenses to demonstrate that your event will be safe and you have planned for all eventualities. You are responsible for ensuring that the event is as described in any of your publicity.

As the organiser of the event, you will need to comply with common law and assume the legal responsibility of what is called “duty of care” under the Health and Safety at Work Act 1974 to ensure that the public are in a safe environment during the event and that their welfare is considered. Event organisers are responsible for the health and safety of anyone who attends the event including all committee, staff, hired workers, contractors, performers and the public. The Environmental Protection Act 1990 demands that you ensure your event does not constitute a nuisance to residents nearby. Ignoring or neglecting something that you know could be unsafe or harmful to them is illegal and could render you liable to prosecution or civil claim.

Event organisers must make an application and are required to submit an Event Management Plan including Risk Assessments and all supporting documentation. **The parish council reserves the right to impose hire charges and administration fees on applications.** Where levied, charges will be notified and must be paid to confirm the booking.

Applications for smaller events should be submitted at least eight weeks before the event, larger events will require at least three months’ notice for council approval.

**Applicant’s details**

|  |  |
| --- | --- |
| Name of Applicant: |  |
| Email: |  |
| Daytime Tel/Mobile: |  |
| Name of organisation (Charity Registration Number if applicable): |  |
| Position within organisation (e.g. secretary): |  |
| Full postal Address:   |   |
| Address for invoice (if different): |  |

**Premises details**

|  |  |
| --- | --- |
| Date of event: |  |
| Location for proposed event: |  |
| Purpose of hire: |  |
| Estimate of number of people attending: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Set up time on site: | Event start time: | Event finish time: | Dismantle time on site: |

**Event details**

Please provide a brief description of the type of event you will be holding and what activities are proposed. If you have a bouncy castle, PA system, stage, marquee, barbecue or food stalls, please also provide a site plan of where your equipment will be positioned.

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|  |

**Insurance**

It is a requirement of the parish council that anyone hiring council owned facilities has adequate public liability insurance, which includes an indemnity for damage to the Council’s property.

Please put an X in the box next to the appropriate statement below:

|  |  |
| --- | --- |
|  | I am a representative of a club/organisation and our public liability insurance policy details are stated below: |
|  |  |
|  | I am a private individual / representative of a group of friends / neighbours organising a public event and my public liability insurance policy details are stated below: |

|  |
| --- |
| Name on Policy: |
| Insured by: |
| Policy Number: | Limit of Indemnity: (Minimum £5,000,000) |
| Start Date: | Expiry Date: |

**Images of children and vulnerable adults**

To ensure the protection of vulnerable adults and children, the photography and video filming of children and vulnerable adults by the event organisers on land owned by the Council will be permitted only when consent forms are obtained in advance of the photography/ filming taking place (for children and young people under 18 the form should be signed by a parent or carer). This includes photographing and videoing activities where children or vulnerable adults are not the main focus, but may be present in the background or as spectators of an activity or event.

**By signing the following declaration, you are confirming and agree to comply with the following:**

## I have read and agree to abide by the council’s outdoor events policy (use of council lands).

* to be responsible for the fees & charges in respect of this hire.
* to provide an up to date and comprehensive risk assessment.
* I confirm to the best of my knowledge the information provided on this application is accurate, any changes will require the approval of Pucklechurch parish council.

|  |  |
| --- | --- |
| Signed: | Print Name: |
| Position: | Date: |
| For and on behalf of (name of club/ organisation if applicable):  |

Please return the completed paperwork and a copy of your risk assessment(s) by email to: clerk@pucklechurchparishcouncil.gov,uk

All information provided will be held in accordance with the Data Protection Act 1998.

Approved by council 5/10/22 item 5a