



HIRE OF PLAYING FIELDS AND OPEN SPACES

APPLICATION FORM

Name of requesting individual, organisation or group:
Registered charity Number (if applicable):
Contact address:
Contact Email:
Contact telephone number(s):
Organiser in charge of event and contact telephone number for public enquiries:
Requested date of event(s):
Location:
Is this a charity, community, commercial or private event?:
Description and purpose of event (please include as much detail as possible):
Target audience:
Approximate numbers attending the event:
If parking is required please indicate the number of vehicles that will be parking:
Traffic management will be required. Please supply details of your traffic management plan:

Contact number for Traffic Marshall Manager:
(Please note: traffic marshalls must wear Hi Vis vests)

Setting up time:

Event start time:

Event end time:

Clearing away time:

Will any of the following be on site? (please tick)

Licensed Bar	☐
Fairground equipment (rides, roundabouts, bouncy castles etc)	☐
Novelty acts	☐
Trade exhibition Stalls or stands	☐
Activities involving children	☐
Static food stands and mobile stands	☐
Toilet provision (give details)	☐
Other items (please specify):	☐

Please detail your arrangements for the clearing and removal of litter (we advocate that you recycle your waste wherever possible):

Please provide details of your TEN (Temporary Event Notice) if applicable:

Please provide details of any sound or public address system you are intending to use:

Public liability Insurance Number (minimum £5m indemnity required):

Please tick to note that a copy of the public liability insurance policy, risk assessment and child protection policy (if applicable) is included with your application to the Council. *(This will need to be deemed suitable by a council officer before your event is approved.)*

☐

Name/address of policy holder:

How will you notify nearby residents of your event?
Please state whether you would like details of your event posted on the Parish Council website/social media channels? YES/NO

Document checklist

I confirm that the following documents will be presented to the Council in advance of the event:

Public liability insurance

Risk Assessment

Safeguarding Policy

Details of any music to be used

Details of TEN licence

I confirm that the above details are correct at the time of filling out this form and if any changes are made with regards to the event itself, I will inform the Council immediately and submit any amendments for approval.

Hirer:

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Sign:

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Date:

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By signing this form you consent to Brantham Parish Council holding your personal data for the purpose of following up your enquiry and authorise the Council to contact you in order to process your booking. Please refer to the Council's privacy policy at www.branthamparishcouncil.gov.uk