

Hire of Open Spaces for Events Booking Form

Cultural Services

April 2019

Version Control

Version	Description of version	Effective Date
1		April 2019

Approvals

Approved by	Date

Associated Documentation

Description of Documentation

Please fill in the following form and email or post it to us. Ensure you read the guidance notes document before completing the form. If you need any help please call your contact in the Culture and Community team.

Your details

Name of organisation:	
Contact name:	
Contact address (inc. postcode)	
Telephone: Email:	

Event details

Name of event and brief details (age suitability etc.)		
Should your event contain any of the licensable activities as detailed within the guidance booklet you may be required to apply for a Temporary Event Notice (TEN) or Premises Licence. It is the event organisers responsibility to ensure that the event is licensed appropriately.		
Open space required		
Date required (please state set up times/dates also)	From:	To:
Start/end time of event	Start:	End:
If the site is required outside these times for setting up and clearing away, please give details.		
How many people do you expect to attend?		
Is the event . . .	<input type="checkbox"/> commercial	<input type="checkbox"/> charity/fundraising
Will you be charging for admission? (If so, please give details)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you be using highway directional signs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Do you anticipate the need for road closures, traffic diversions or car parking/parking bay closures? (If yes, please give details)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be using promotional banners or posters?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Selling things

How many charity/fund raising stalls will be there?	
How many commercial stalls will be there?	
Please list goods to be sold	
Will you be permitting food/drink concessions? If yes, please give details of provider	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you intend to sell alcohol at your event? (please contact for further advice/guidance)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Car parking

Please provide details of car parking facilities available for people attending the event	
--	--

Stewards

How many stewards will there be at the event and what will be their assigned duties?	
---	--

Public address equipment

Do you intend to play music/use public address equipment or have amplified music at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

Structures

Will there be any of these items at the event? Stages/towers or structures/temporary seating/electrical installations/marquees/gazebos/inflatables (if yes please give further details)	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

Sports facilities

Do you wish to use the Council's sports or changing facilities? (If yes please give details)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require any sports markings being undertaken for the event? (If yes please give details) Please note this may incur additional charges	<input type="checkbox"/> Yes <input type="checkbox"/> No

Toilet facilities

Please submit details of toilet provision and include method of disposal. If toilets are hired, please give the name and address of the hire company and number of units hired.	
---	--

Medical facilities

Please provide details of first aid cover at the event (include numbers of staff and details of the organisation to provide the cover)	
---	--

Fire fighting equipment

Please provide details of fire fighting equipment at the event (Please state where this will be and what risks the equipment will be covering such as CO2 for electrical. Don't forget to show all fire fighting equipment on your event plan, if applicable)	
--	--

Waste Disposal

Please give details of the arrangements to collect and remove litter from the site following the event	
---	--

Please note it is the event organiser's responsibility to ensure that the site is kept clean and tidy during the event and that it is completely clear of rubbish before leaving the site, this includes the removal and proper disposal of rubbish.

Insurance

Event organisers are required to hold a current policy of insurance in respect of Public Liability for Third Party risks (including produce liability where appropriate). The limit which should be a minimum of £5m although South Derbyshire District Council reserves the right to require a higher limit if deemed necessary. Organisers are to be responsible for ensuring that any individual participant in the event has an adequate up-to-date Public Liability Insurance Policy of £5m.

All documentation (including Public Liability Insurance Certificates) must be sent to South Derbyshire District Council at least 28 days prior to the event. Failure to comply may result in South Derbyshire District Council refusing to grant permission for the event/booking.

Application

We will endeavour to assess your application within 21 working days.

We will advise you if your application is successful.

We will send you two contracts to be signed, one for your reference and one to return to South Derbyshire District Council with the fee if applicable.

If permission is granted for the event, I hereby agree to comply with the conditions set out in this form and any departmental terms and conditions and all reasonable instructions given by all authorised officers of the council.

Signed		Date	
Position in organisation			

Checklist – supplied documentation

- | | |
|--|---|
| <input type="checkbox"/> Signed booking form | <input type="checkbox"/> Risk assessment |
| <input type="checkbox"/> Traffic plan | <input type="checkbox"/> Public Liability Insurance |
| <input type="checkbox"/> Site plan | <input type="checkbox"/> Noise control plan |

Any details provided as part of this process will be covered by the Privacy Notice below.

Privacy Notice

How is your information used?

The information collected on the booking form will be used to contact you regarding your site/venue enquiry/booking or when seeking feedback on the service provided.

Who has access to your information?

Information can be accessed by staff within the Cultural Services Team and may be shared with other Council Departments, and, where required, other key partners but only in connection with the provision and use of Council site/venues and/or service improvements.

For further information about how your personal information will be used, please visit www.southderbyshire.gov.uk where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from culturalservices@southderbyshire.gov.uk