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| **Recreation Ground Trust Booking Application Form** |

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| |  | | --- | | Name of requesting individual, organisation or group: | |
| |  | | --- | | Registered charity number (if applicable): | |
| |  | | --- | | Contact address: | |  | |
| |  | | --- | | Contact email address: | |  | |
| |  | | --- | | Contact telephone number(s):  Mobile: | |  | |
| |  | | --- | | Organiser in charge of event and contact telephone number for public enquiries: | |
| |  | | --- | | Requested date(s) of event: | |
| |  | | --- | | Is this a charity, community, commercial or private event? | |
| |  | | --- | | Description and purpose of event (please include as much detail as possible):  (Please use additional A4 sheet if required) | |  |  |  | | --- | | Target audience: | |
| |  | | --- | | Approximated numbers attending this event: | |
| |  | | --- | | Setting up time: | |
| |  | | --- | | Event opening time: | |
| |  | | --- | | Event closing time: | |  | |
| |  | | --- | | Clearing down time: | |
| Will any of the following be on site (please tick):  ▪ Licensed Bar  ▪ Food Stalls  ▪ Bouncy Castle  ▪ Fairground Equipment (rides, roundabouts etc)  ▪ Special Carnival or Novelty Acts  ▪ Trade/Exhibition Stalls or Stands  ▪ Activities involving Children  ▪ 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 confirm any booking with Chesterford Community Centre, including;    Clarification of use of electricity;  Parking requirements;  First aid provision;  Use of toilets; |
| Please provide details of your TEN (Temporary Events Notice) if applicable: |
| Please provide details of any sound or public address system you are  intending to use: |
| |  | | --- | | Public liability insurance policy number (minimum £5 million indemnity required);  ▪ A copy of the public liability insurance policy, risk assessment and child protection  policy (if applicable) will need to be presented to the council and deemed satisfactory by the clerk, before approval of your event is granted. | |  | |
| Name/address of policy holder; |
| Please state whether or not you would like details of your event posted on our  public website:  Yes/No |

**Document Checklist**

I confirm the following documents will be presented to the Council:

▪ Public Liability Insurance Policy

▪ Risk Assessment

▪ Child Protection Policy

▪ Details of music to be used

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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.

Name of Hirer:

Signed:

Date:

**By signing this form, you consent to Great Chesterford 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.**

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| **Recreation Ground Trust**  **Hire Agreement** |

The Hirer agrees to observe and perform the provisions and stipulations contained in the ‘Conditions of Hire’ attached to, and forming part of, this document.

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Name of Hirer:

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Sporting Event:

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Hire Period:

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Hire Fee:

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Signature of Hirer:

Date:

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**By signing this form, you consent to Great Chesterford 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.**

In consideration of the Hirer paying the Hire Fee and lodging the required Bond, the Council agrees to permit the Hirer to use Great Chesterford Recreation Ground for the purpose of the sporting event described during the Hire Period.

Signed and dated on behalf of Great Chesterford Parish Council:

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**Please return pages 1 – 4 to: -**

Kate Stacey (Clerk to the Council), c/o 1 Manor Cottages, Manor Lane, Great Chesterford, Saffron Walden, Essex , CB10 1PJ or via: [clerk.gcpc@gmail.com](mailto:clerk.gcpc@gmail.com).