

Ravenfield Parish Council

Event Application Form

Event Contact Details	
Name of event:	
Event location:	
Event Date/opening dates (excluding any preparation/dismantling days)	
Organiser's Details	
Name of organisation:	
Name of event organiser/s:	
Contact address:	
Postcode:	
Telephone number/s:	
Email address:	
Event public enquiries number:	
Event Details	
Description of proposed event:	
Is this a (please tick one):	Charity event <input type="checkbox"/> Fund raising <input type="checkbox"/> Non-commercial <input type="checkbox"/> Community event <input type="checkbox"/> Commercial <input type="checkbox"/>
For Charity Event – Name of Charity:	
Charity Registration Number:	

<p>Will all income raised go to the Charity?</p> <p>If No, please give details:</p>	<p>(please tick) Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Date to enter site for preparation:</p>	
<p>Start time each day:</p>	
<p>Finish time each day:</p>	
<p>Date the site will be vacated after the event:</p>	
<p>Is the event free?</p> <p>If no, what is the admission price?</p>	<p>(please tick) Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Approximate number of people expected to attend:</p>	
<p>Approximate number of rides and/or inflatables: (Please provide copies of safety certificates)</p>	
<p>Approximate number of stalls:</p>	
<p>Do you intend to utilise or permit any of the following attractions at the event?</p>	<p>Fireworks/pyrotechnics** <input type="checkbox"/></p> <p>Live music ** <input type="checkbox"/></p> <p>Live entertainment ** <input type="checkbox"/></p> <p>Fairground equipment <input type="checkbox"/></p> <p>Portable generator <input type="checkbox"/></p> <p>Barrier/fencing <input type="checkbox"/></p> <p>Sale of alcohol <input type="checkbox"/></p> <p>Marquee/s <input type="checkbox"/></p> <p>Stewarding/security <input type="checkbox"/></p> <p>Market stalls <input type="checkbox"/></p> <p>P.A. System <input type="checkbox"/></p> <p>Toilets <input type="checkbox"/></p> <p>Portable staging <input type="checkbox"/></p>

	Power supply <input type="checkbox"/> Food/drink <input type="checkbox"/> Animals <input type="checkbox"/> Motorcycles <input type="checkbox"/> Other motor vehicles <input type="checkbox"/> Other: (please specify)
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Please supply details of the first aid cover to be provided:

You will be required to ensure that the toilet facilities are adequate. Please submit details of your proposals to include method of disposal and if toilets are hired, the name and address of the hire company:

Please identify the method to be used in order to maintain the area free of litter and refuse:

Will you be requiring car parking space/s?	(please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>
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If yes, please indicate the approximate number of vehicles attending the event; indicate on your site plan your proposed car parking area and how you intend to manage the parking of those vehicles.

Insurance

Event organisers are required to hold a current policy of Insurance in respect of Public Liability or Third Party risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council's Risk and Insurance Section and Legal Section. Under no circumstances shall this be less than £5 million and the council reserves the right to require a higher limit if deemed necessary.

Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc whom they have instructed/authorised to appear at the event.

Note: All requested documentation must be produced at least 28 days before the event. Failure to comply may result in the council refusing to grant permission for the holding of the event.

Additional Requirements

Where appropriate a detailed site plan showing the positions of stalls, marquees, arena, exhibition units, car parking, stages, seating, toilets etc and list of programme items is required. In respect of races etc a detailed route plan which must also show location of route marshals, must be provided.

This additional information must be forwarded at least 4 weeks prior to the event.

Terms and Conditions of Hire

General terms of Ravenfield Parish Council Recreational Grounds

1. Applications for events will only be considered if submitted within a reasonable time of the proposed event relative to the size of the event i.e. not later than 9 months for major events and 3 months for small events. The Hirer must submit full details of the proposed event for the approval of the Parish Council. Details to include arrangements for catering, refuse collection and disposal, toilets, general activity to be staged, anticipated attendance figures and Health and Safety information as appropriate.
2. The Hirer must conduct their own risk assessment undertaken by a competent person, a written copy of which must be lodged with the Clerk to the Council at least four weeks before the date of the event. This document will be referred to in the event of any claim arising. The Council may review the risk assessment; however, it cannot be held responsible for any errors or omissions.
3. The Hirer's attention is drawn to the requirements of the Health & Safety at Work Act 1974 and other Health & Safety legislation including the Management of Health & Safety at Work Regulations 1999, Control of Substances Hazardous to Health Regulations 1999 and Electricity at Work Regulations 1989. It is the responsibility of the Hirer to comply with all relevant legislation.
4. The Hirer shall indemnify and keep indemnified the Parish Council from and against all actions, claims, suits, costs, expenses, losses, injuries, damage and liability howsoever arising out of or by reason or in consequence of the Licence hereby granted (other than injury resulting from any negligent act of the Parish Council its servants or agents). The Hirer shall effect a third party policy of insurance to a minimum of £5,000,000 per event and in such terms as may be approved by the Council.
5. The Hirer will be required to produce written evidence of the existence of Public Liability Insurance at such a level as required by the Council in respect of any exhibitor, ground entertainer, sub-contractor, caterer which the Hirer has authorised to appear at the event.
6. The Hirer is responsible for adequate fire precautions and for the maintenance of clear exits for emergency vehicles and for seeing that none of the footpaths are blocked.
7. The Hirer is responsible for the reinstatement of the site allocated, including the clearance of litter, the separation and collection of recyclable materials and the removal of all advertising. The clearance must be undertaken within 24 hours after completion of the event and reinstatement of land within 48 hours after completion of the event. If the Hirer fails to perform these obligations, the Council reserves the right to perform any such obligations and any costs incurred shall be borne by the Hirer.
8. Cancellations must be in writing (email or letter) or the full hire charge will be payable.
9. The property of the Hirer and Hirer's agents must be removed at the end of the period of hire. The Council accepts no responsibility for any property left at the venue before, during or after hire period.
10. The Hirer must ensure that first aid equipment is provided and all precautions taken against the risk of fire and electric shock, and inform the Parish Council of the arrangements intended for an electrical supply to be provided for the event.
11. The Food Safety Act 1990 and a number of regulations and Codes of Practice govern the sale of food. These are enforced within the Borough by the Environmental Health & Licensing Services. The regulations require any food outlets to be registered. The Hirer must notify the Events Safety Team who will in turn notify the Chief Environmental Officer at least 2 months before the event.
12. The Hirer must ensure that adequate parking arrangements are made for vehicles.

13. The Hirer is required to comply with the Town and Country Planning (Control of Advertisements) Regulations 1992, whereby unauthorised advertising, including 'fly posting', is an offence and therefore strictly forbidden.
14. The Hirer is responsible at all times for the smooth running of the event.
15. Temporary structures must be constructed of sound materials and be suitable for their purpose. The Hirer will be responsible at all times (day and night) for the security and supervision of these structures. The use of floodlighting, other than for security purposes, may require planning permission; the hirer must notify Environmental Health & Licensing Services at least 2 months before the event.
16. The Hirer must ensure that the byelaws applicable to the open space in which the event is to be held are complied with at all times.
17. Hire will be subject to payment of a fee, the amount of which to be determined by the Parish Council. **The fee must be received at least one month before the event is due** to take place.
18. No noise is to be made, whether by loud speakers or musical instruments etc, after the hour of 10:30pm unless prior agreement has been obtained from the Parish Council.
19. Vehicular access and parking is only permitted with the prior approval of the Parish Council.
20. No public address system is to be used without the approval of the Parish Council.
21. The Hirer must comply with the direction of the Parish Council or its appointed representative at all times.
22. The Hirer must obtain an Events Licence from Rotherham MBC.
23. The Hirer must comply with any further requirements made by the Parish Council or its representative in respect of this booking,
24. Fun fairs must comply with: All relevant Health and Safety Legislation and the Food Safety Act 1990 and a number of regulations and Codes of Practice govern the sale of food. All rides must be appropriately certified. Copies of all certificates will be required one month before the event.

THE PARISH COUNCIL RESERVES THE RIGHT TO CANCEL THE HIRING IF DETAILS ARE NOT SUBMITTED IN ACCORDANCE WITH OUR TIMING GUIDELINES, IF THERE IS A BREACH OF ANY OF THE FOREGOING CONDITIONS OR IF THE ARRANGEMENTS ARE DEEMED UNSATISFACTORY.

If permission is granted for the event described in this application, I hereby agree to comply with the conditions set out in this form and the terms and conditions of hire and all reasonable instructions given by all authorised Officers of the Parish Council. In addition, I agree to inform the Parish Council of any changes to the application form which was originally submitted.

Signed

Print name On behalf of (organisation)

Date

Please send this completed form, together with any supporting documentation to the following:

Clerk to the Council

Postal address: Ravenfield Parish Council
Ravenfield Parish Hall
Birchwood Drive
Ravenfield
Rotherham
S65 4PT

Email address: clerk@ravenfieldparishcouncil.gov.uk

I have enclosed, where necessary, the following:

Documentation	Yes	No	
Risk assessment	<input type="checkbox"/>	<input type="checkbox"/>	
Site plan/route plan	<input type="checkbox"/>	<input type="checkbox"/>	Ensure you also have copies of individual participants' insurance certificates before the event
Evidence of insurance	<input type="checkbox"/>	<input type="checkbox"/>	

Name of your insurer

Safety Certificates
(rides, electricity installations, etc.)

Any other appropriate licences/notices required

If you have answered **no** to any of the questions, please give details why:

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