

Thame Town Council

Holding an Event on Town Council Land

1. Application

Anyone wishing to hold an event on an area of land belonging to Thame Town Council is required to make a formal request in writing to the Town Clerk. The written request must include the following information:

- The date and times of the proposed event
- Exact details of the nature of the event
- A map of the area where the event is to be held
- Details of the nominated Responsible Person will be required who will have to remain on site for the duration of the event
- A copy of the applicant's Risk Assessment regarding the event
- A copy of the applicant's current Public Liability Insurance

2. Decision

When all the above information has been provided the Town Clerk will make a decision as to whether the event can be held, and if there are any other conditions relating to that permission. It may be necessary depending on the request to seek formal approval from the ~~Culture~~ **Community**, Leisure and Recreation Committee, so adequate time must be allowed for this to happen.

3. Use of Facilities

Should permission be granted, the applicant will be responsible for ensuring that after the event, the area is left as found, and all rubbish is collected and removed from the site.

Any damage or time spent by the Council staff in making good the area used will be recharged to the hirer.

If applicable to the event the applicant will be responsible for obtaining all appropriate licences, provide a Safety Management Plan and undertake event communication/advertising requirements.

4. Hiring Costs

The Council reserves the right to charge a hiring fee of £20/hour plus VAT if permission is granted to hold the event. An invoice will be raised and full payment will be required in advance of the event taking place.