

Thame Town Council

Holding an Event on Town Council Land Policy

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, who will be required 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 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.

APPLICATION FOR HIRE OF THAME TOWN COUNCIL LAND

(Please read this form and Conditions of Hire before completing)

info@thametowncouncil.gov.uk

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| Name of Applicant: |
| Name of Responsible Person Attending the Event: |
| Contact Details: |
| Organisation/Club: |
| Type of Event: |
| Address: |
| Telephone/mobile Number: |
| Email: |
| Location of Hire with map attached: |
| Date of Hire: |
| Time of Hire: |
| Fee Charged: £ |

I agree to comply fully with the conditions of hire and furthermore specifically acknowledge and understand my legal duty in respect of health and safety arrangements.

Current Public Liability Insurance supplied: YES/NO

Risk Assessment supplied: YES/NO

***Appropriate Licences:** YES/NO

***Safety Management Plan:** YES/NO

**Required dependent on type of event held.*

Thame Town Council regards your privacy as important and any personal information you give to use will be used in accordance with the law. Please read our privacy notice attached or at www.thametowncouncil.gov.uk/privacy

By signing the Form, you are agreeing that Thame Town Council can hold and process your personal data, as provided on and with this Form.

Signature of Applicant:

Date: