

Kensworth Parish Council - Recreation Ground Hire

EVENT - APPLICATION FORM

1/2

Event Name:	
Date of Application:	
Event Date:	
Number of people expected (including staff)	
Is this a Commercial or Community Charity Event	

Event Manager/Organiser/Hirer

Name			
Address			
Telephone		Mob	
Email			

Have you applied for an Events License	Yes /	No /
Name		
Address		
Telephone		Mob
Email		

Event Schedule

Event times:	
Set up and take down times:	Area must be returned to its pre-event condition and all litter/waste cleared

Please give details of the following:

Health & Safety Arrangements	Complete the Events Risk Assessment Form
Stewarding (how many)	
Food and Beverage arrangements/Providers- Do they comply with Food Hygiene Regulations	
Temporary Demountable Structure(s) Marquees/tents etc.	Number and type
Public Liability Insurance	Attach a copy of your policy. Required level of cover £5,000,000.

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I/we hereby declare

- a. That a risk assessment will be completed by one of our representatives prior to the event and a copy provided to clerk@kensworthparishcouncil.gov.uk
- b. Public Liability Insurance is held (copy attached).
- c. Adequate litter and waste collection arrangements will be in place, during and at the end of the event.

I/we **HEREBY AGREE AND DECLARE** that **we will INDEMNIFY** and keep indemnified Kensworth Parish Council from and against all claims charges proceedings costs and demands that may be made or brought against the Council in respect of damage or injury to property or persons directly or indirectly due to any neglect act or default arising out of the use of the appropriate Recreation Ground/Park, Kensworth, Bedfordshire for the purposes of this event. At the end of the event, the ground will be left free from litter and if any damage caused to the ground an agreement to rectify.

Signed

Name

Date

In order to consider your request please return to:-

Kensworth Parish Council
Village Hall
The Chilterns
Kensworth LU6 3RJ

Or via email to:

clerk@kensworthparishcouncil.gov.uk

If a facility charge is to be made, it will be notified at the time of confirmation.

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Guidance Notes for Event Applications

Health & Safety Arrangements

Kensworth Parish Council (KPC) needs to be satisfied that your event will be run in a healthy and safe manner to ensure that your staff, volunteers, partners and the visiting public are not exposed to risk.

Emergency Action Plan

KPC need to be satisfied that you have identified potential emergency situations and have drawn up a plan for dealing with such emergencies. You will need to ensure that you have liaised with the emergency services.

Environmental Health Arrangements:

Give details of food and beverage arrangements you have for your event.
Do they comply with Food Hygiene Regulations and hold the relevant food hygiene certificates?

Give details of your plans to dispose of rubbish and recycling material generated at your event.

Temporary Demountable Structure(s)

Give details of any temporary structures that are to be erected at your event, i.e. Marquees, Tents, climbing walls, staging, fencing etc.

Public / Product Liability Insurance (s)

KPC will require you to hold or obtain public liability insurance cover of £5,000,000 for the event, and indemnify and keep indemnified KPC from and against all claims, charges, proceedings costs and demands that may be made or brought against the Council in respect of damage or injury to property or persons directly or indirectly due to any neglect act or default arising out of the use of the appropriate Recreation Ground/Park, for the purposes of this event.