



EMERSONS GREEN
TOWN COUNCIL

2024/25

Application to hold an event on public open space.

Before completing, please carefully read the Land Hire Agreement Terms and Conditions that accompany this form and any ancillary documents.

For smaller events, we require a minimum of fifteen working days to process your application. For larger events we will require up to six weeks to process your application.

We will not begin to process your application until we have received all the required information.

Please ensure that you as Applicant have enclosed and actioned the information below:

- ☐ Completed, signed Application Form
- ☐ Proof of Public Liability Insurance (minimum £5/10 million) included
- ☐ If applicable, Proof of Employers Liability (minimum £5/10 million) included
- ☐ Any and all licencing requirements have been met
- ☐ A Site plan showing a good approximation of where things will be sited
- ☐ Up to date and comprehensive risk assessment and any required method statements.

Incomplete or incorrectly filled out Applications will be returned to the applicant and could result in the delay of your event.

Applicant's details

Name of Applicant:		Email:	
		Daytime Tel/Mobile:	
Name of organisation:			
Position within organisation (e.g., secretary):			
Full postal Address:		Address for invoice (if different):	

Premises details

Name of premises:			Purpose of hire:			
Date:	From:	To:	Times Required:	Start:	Finish:	Total number of hours:
Day(s) of the week:			Please estimate how many people will be attending:			
Facilities Required: (e.g., entire site or a specific area, pavilion, visitors centre, bandstand, car park, etc.)						
Do you require the use of the kitchen (if available): Yes/No (please delete as appropriate) If yes, for what purpose? Are you using it for commercial purposes?						

Event details

Please give a brief description of the type of event you will be holding and what activities are proposed.

If you are proposing to bring any of the below equipment, please provide a site plan of where you will be positioning your equipment.

Please indicate whether you propose to include the following:

	inflatables		marquee		fairground rides
	food stalls		fireworks		PA system
	barbecue,		fire		erecting a stage

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Insurance

It is a requirement of the Council that clubs, organisations, or individuals hiring council owned facilities have adequate public liability insurance, and employee liability insurance which includes an indemnity for damage to the Council's property.

This also applies to an individual or a group of friends / neighbours organising an event that is open to the public. Where an individual or a group of friends / neighbours are organising a private event, where they will only be inviting their friends or family to attend and the person completing this form retains the liability and it is their decision as to whether they take out insurance.

Please put an X in the box next to the appropriate statement below:

☐ I am a representative of a club/organisation and our public liability insurance policy details are stated below:

Name on Policy:	
Insured by:	
Policy Number:	Limit of Indemnity: <i>(Minimum £5/10,000,000)</i>
Start Date:	Expiry Date:

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I am a representative of a club/organisation, and our public and employee liability insurance policy details are stated below:

Name on Policy:	
Insured by:	
Policy Number:	Limit of Indemnity: (Minimum £5/10,000,000)
Start Date:	Expiry Date:

Images of children and vulnerable adults

In line with the Emersons Green Town Council's obligation to take action to protect vulnerable adults and children, it has been decided that photography and video filming of children and vulnerable adults, on and in land and buildings owned or leased by the Council, will be permitted only when a consent form has been completed and signed in advance of the photography/ filming taking place. For children and young people under 18 the form should be signed by a parent or carer. This includes photographing and videoing activities where children or vulnerable adults are not the main focus but may be present in the background or as spectators of an activity or event.

This is a condition of hire of our facilities and when signing this application form you are confirming your understanding of the situation.

Please note, if you are inviting commercial traders to the event, please contact the Licensing Team (licensing@southglos.gov.uk) to ensure additional licences are not required.

For Community Events, the following will need completing in addition -

<p>Will the event include any of the following-</p> <p>Plays or Films</p> <p>Indoor Sporting Event</p> <p>Boxing or Wrestling</p> <p>Live/Recorded Music</p> <p>Performance of Dance</p> <p>Sale/Supply of Alcohol</p> <p>Late Night Refreshment</p> <p>Information on the type of license required and how to contact the Licencing team for advice is available here:</p> <p>https://beta.southglos.gov.uk/find-the-licence-you-need/</p>	<p>Yes/No</p> <p>If <u>yes</u>, please provide details below or if the premises/area being used to hold the event already has a premise licence please provide licence number:</p> <p>If you require further assistance or information, please email licensing@southglos.gov.uk with details of the event and what you are proposing. A member of the licensing support team will be able to advise further.</p>
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<p>Are you proposing to have food stalls at the event?</p> <p>Information on the appropriate registration and food hygiene ratings is available here: https://beta.southglos.gov.uk/food-hygiene-ratings/ https://beta.southglos.gov.uk/register-a-food-business/</p>	<p>Yes/No</p> <p>If yes, the Council recommend that any food businesses used should have a current food hygiene rating of 4 or 5 and certainly not below a 3.</p>
<p>Has the organisation applied for a Emersons Green Town Council grant? (This information may resolve any queries more quickly by accessing information held in another service area.)</p>	<p>Yes/No</p>
<p>Documents required in support of a community event.</p> <ul style="list-style-type: none"> • Location Map clearly showing the proposed trading site • Landowners' permission (if applicable) • A copy of the above public liability insurance • Risk Assessment • Event Plan 	
<p>For large scale public events please refer to the following guidance - https://beta.southglos.gov.uk/static/ddfeb2963c6027b343d4a22afd11e11e/Event-Safety-Guidance.pdf</p>	

By signing the following declaration, you are confirming and agree to comply with:

- have read and familiarised myself with the enclosed *Land Hire Agreement Conditions* and any ancillary guidance notes and understand our responsibility under the terms of our hire of open space agreement pertaining to any event held in or on Emersons Green Town Council owned property.
- to be personally responsible for the fees & charges in respect of this hire or letting.
- to carry out an up to date and comprehensive risk assessment and any method statements. This will be made available to Emersons Green Town Council immediately should it be requested. That to the best of my knowledge the information provided on this application is accurate and that if there are any changes to be made at a later date these will be agreed with Emersons Green Town Council.
- **Community events only**; all traders that will be offering children's activities, where relevant, I take responsibility for ensuring they are DBS checked.
- The information provided will be held in accordance with the Data Protection Act 1998.

Signed:	Print Name:
Position:	Date:
For and on behalf of (name of club or organisation if applicable):	

Please return this paperwork and additional documents by email to:
clerk@emersonsgreen-tc.gov.uk