

Stanwix Rural Parish Council
Application for use of open space and Village Greens
APPLICATION FORM 2017/18

This application is a request for use of a village green or open space for an event only. With reference to your application for use of facilities, the Council is only able to allocate these as the use of facilities will be in accordance with the relevant Council Regulations or Conditions. This form should be retained and produced at the facility if requested. If there is a dispute, this form alone will be accepted as evidence.

SECTION ONE

YOUR DETAILS

Organisation	
Name	
Address	
Telephone	
Mobile	
Email	
Fax	
Contact person	
Registered Charity Number (for charity events or enclose a copy of your constitution)	

SECTION TWO

YOUR EVENT

Event name or type of event	
Event location	
Event date or dates	
Arrival and exit date and times	
Number of days on site	
Time of event	

Description of the event	
Please indicate the total number of people anticipated to attend the event	

EVENT INFORMATION Please complete the following in detail. It is not sufficient to answer “yes”, you must specify details including sizes, type, number, times, locations and so on. Failure to complete this information may result in your application not being accepted. Please continue on a separate sheet if necessary.

SECTION THREE

DO YOU INTEND TO PROVIDE OR USE THE FOLLOWING?

Tents or Marquees (size, type and number)	
Music, live or taped (type, time, location)	
Sell or supply alcohol	

How will you be cleaning the site? Are you hiring a skip, wheelie bins etc?	
Any other information (full details)	

Please read the following booking conditions in full and if you have any queries please contact Parish Council 01228 231124. By signing the form you are agreeing to accept and be bound by these conditions.

CONDITIONS OF USE (user)

1. The *user* means the person whose signature appears on the application form. The area means the area or open space under the ownership of Stanwix Rural Parish Council. The person signing the form must be eighteen years of age or over and represent a group.
2. All applications for the use must be made using an application form obtainable from Stanwix Rural Parish Council, Hill House, Walton, Brampton, CA8 2DY, stanwixruralpc@carlisle.gov.uk.

CHARGES AND CANCELLATIONS

3. The Council reserves the right, for any reason, to refuse or cancel any use by giving notice to the user at any time, but shall not be liable to the user for any loss sustained out of any such refusal or cancellation.
4. Fly posting is prohibited unless specifically authorised by the Council in accordance with the Town and County Planning (Control of Advertisements) Regulations 1992.
5. The user will be responsible for any damages that occur either directly or indirectly as a result of the event. In the event of damage occurring, the Council will organise for a contractor to rectify the damage and the user will indemnify the Council for the full cost of this work inclusive of administration charges. The Council will make the decision on what constitutes damage.

INSURANCE AND CERTIFICATES

6. The user agrees to indemnify the Parish Council against all costs, claims, demands or proceedings. An appropriate insurance policy in respect of public and employers indemnity must be in force for all events. The minimum requirement for public liability insurance is an indemnity of £5million and copy certificates of insurance must be provided to the Council before the usage period.

LICENSING

7. The user must provide a licence for events that contain music, dancing, performance, plays or public entertainment from the Council's Licensing Officer (telephone 01228 871000). A copy of any necessary licences/notices must be submitted to the District Council 14 days before the usage period. Please note that a Temporary Event Notice or Premises Licence may be required for such events. For further information please refer to www.carlisle.gov.uk

SERVICES

8. The user is responsible for the removal of all rubbish and litter from the site. If at the end of the usage period there is any remaining rubbish, the Council shall instruct a contractor to undertake the clearance of the site and recharge the cost of this work to the user.

OTHER REQUIREMENTS AND CONDITIONS

9. The user must submit a plan of the event at least four weeks prior to the event. Plans must include entry and exit points and details of the layout.
10. Where events involve children, the user must provide The Council with the following:
- (i) Sight of DBS (Disclosure and barring service; formally CRB) clearance certificates for all individuals that come into contact with children during the event (the certificates must be less than 3 years old).
 - (ii) A copy of the organisation's Child Protection Policy.
11. The District Council's byelaws affecting a park or open space will remain in force and shall be observed throughout the use. A copy of the byelaws can be obtained from the Council or on the Council website.
- 12 In the case of difficulty during the use period the user shall in the first instance contact Parish Council during office hours (8.30am to 3.15pm Mon-Fri) or report via our 'out of hours' service available upon request.

DECLARATION: I apply for the use of the site specified and I agree to be bound by the Conditions of Use

Signed: _____

Print name: _____

Date: _____

Please email the completed form back to: stanwixruralpc@carlisle.gov.uk

Or post to: Stanwix Rural Parish Council, Hill House, Walton, Brampton, CA8 2DY