

HAMBLETON PARISH COUNCIL
APPLICATION FOR THE USE OF THE BOB WILLIAMSON PARK

You must complete this form and return it to the Clerk if you wish to use The Bob Williamson Park for an event. Please note that the Parish Council meets on a monthly basis and applications must therefore be made in good time.

Event details

Name of event.....

Date of event.....

Event start time each day.....Event end time each day.....

Event organiser details

Event organiser – contact name.....

Organisation.....

If a registered charity, please provide registration number.....

Contact address.....

.....Postcode.....

Telephone(daytime).....Mobile.....

Email.....

Public enquiries telephone number.....

Land requirements

Date/time land required from for site preparation.....

Date/time site will be vacated after the event.....

Event details

Has this event been held before?Yes ☐ No ☐

If yes, when and where.....

Is there a charge to attend?.....

Expected audience size.....

Equipment and facilities at the event

Please confirm that any equipment and facilities provided are covered by the required insurance, test certificates, appropriate licences and permissions:

Important – it is your responsibility to ensure that any catering contractors are registered as a food business with their local council and that any fairground equipment has test certificates and owners have liability insurance.

Waste management facilities

Please give details of how you will maintain the site free of litter:

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Important – Event organisers must be able to demonstrate they can manage all waste produced during events, and a Statutory Duty of Care must be in place prior to commencement. Should you require any advice relating to waste issues at your event please contact Wyre Council on 01253 891000

Other entertainment/activities – please provide details:

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Insurance

It is your responsibility to ensure that adequate insurance is obtained for the event. Please provide a copy of the public liability insurance with this form.

Important points to consider

Please note as an event organiser it is your responsibility to organise the following actions:

- Completing risk assessments
- Notifying relevant agencies eg Police, Fire, Ambulance
- Organising road closures if needed
(Please contact Wyre Borough Council for more information 01253 891000)
- Applying for necessary licenses. These are required where the following are on offer:
 - Regulated entertainment
 - Sale of alcohol
 - Provision of hot food between 11pm – 5am

Please contact Licensing at Wyre Borough Council for more information 01253 891000.

Please note there may be time constraints for the application of certain licenses; please ensure you allow plenty of time when making an application.

- Organising first aid cover
- Supplying a list of all caterers to Wyre Borough Council's Food Safety Team
- Budgeting for the event, looking at sources of funding
- Notifying the Civil Aviation Authority for certain events eg balloon releases, hot air balloons, kite festivals
- Organising waste management and leaving the site clean and tidy following the event
- Providing toilet facilities
- Gaining necessary permissions for directional signs or highways banner/poster advertising (Please contact the Highways department at Lancashire County Council on 0300 1236780)
- Organising insurance cover – insurance indemnities are required for all events, these will vary dependant on the type of activities taking place. For more information and guidance contact Wyre Council's Insurance and Risk Officer on 01253 891000

*This list is not exhaustive and is meant to assist you in your role as event organiser. There may be other factors to consider not listed here.

Signed.....Date.....

Print
name.....

Please return to: Kath Coleman, Clerk, Hambleton Parish Council, Silverwood, Cartford Lane, Little Eccleston, Preston. Tel: 07770 230236. Email: hambletonpc@yahoo.co.uk