

APPLICATION FOR THE HIRE OF WARMINSTER TOWN PARK

Please answer the following questions to apply to hire Warminster Town Park. If successful, formal consent will be issued.

This application, together with all other necessary documentation, must be submitted at least **eight weeks** prior to the event to:

Warminster Town Council, Warminster Civic Centre, Sambourne Road, Warminster, Wilts BA12 8LB
Tel: 01985 214847 Email: admin@warminster-tc.gov.uk

SECTION ONE – ORGANISER’S DETAILS		
Name of event:		
Name of organisation:		
Name of organiser/s:		
Location of event within the Town Park:		
Contact address:		
Tel No (day):	Tel No (eve):	Mobile No:
Email address:		
Date/s of event:		
Date and time of entry for build-up:	Date and time of show breakdown:	
SECTION TWO – EVENT DETAILS		
Description of proposed event:		
Start time each day:	Finish time each day:	
Date site will be vacated after the event:		
<p>Is this a (<i>please tick one box only</i>)</p> <p><input type="checkbox"/> Charity Event (Registered with the Charities Commission) <input type="checkbox"/> Commercial Event</p> <p><input type="checkbox"/> Other – please state:</p> <p>For charity events, please name charity:</p> <p>Charity Registration Number:</p> <p>Will all income raised go to the charity concerned? (<i>please tick one</i>)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If No, please give details:</p>		

Is the event free of charge? (please tick one)

Yes No

Please provide a realistic estimate of the number of people **likely** to be involved in and attracted to the event (please tick one box only)

Less than 100 500–999
 100–249 1000–1999
 250–499 Other (please specify)

SECTION THREE – INSURANCE

Event organisers are required to hold a current policy of insurance in respect of Public Liability or Third Party risks (including products liability where appropriate).

The Town Council stipulates that the limit of indemnity shall not be less than £5 million but it remains the responsibility of the organiser to take independent professional advice to determine the appropriate level of cover having regard to the nature of their operation and the perceived level of risk. The Town Council reserves the right to require a higher limit if deemed necessary.

Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, subcontractor, caterer etc. who they have instructed/authorised to appear at the event.

Note: All documentation must be produced no later than eight weeks before the event. Failure to comply may result in the Town Council refusing to grant permission for the holding of the event.

SECTION FOUR – VEHICLES ON SITE

Do you require vehicle access to the site? (please tick one)

Yes No

If yes, how many vehicles do you anticipate being on site at any one time?

Note: Organisers must provide a marshal(s) on the entrance to the site during the time of the event to ensure that only authorised vehicles gain access.

Authorised vehicles must be provided with a pass that states the event name, date and registration number of the vehicle. Failure to do so will result in vehicles being asked to leave the site.

Please remember that only vehicles permitted onto site will be those:

- delivering and off-loading equipment/provisions/heavy items;
- assisting with the 'build up' and 'breakdown' of the show e.g. forklift trucks, hi-abs, etc. (n.b. no vehicles above 7.5 tonnes to be permitted without prior agreement)
- forming part of the emergency services
- forming part of the communication arrangements
- forming part of a food vendors means of trading.

All other vehicles must park away from the main event site.

Please provide details of event vehicle parking and special access requirements.

Note: If you anticipate large numbers of people travelling to the event it may be necessary to consider a traffic plan.

Will any vehicles remain on site overnight? (please tick one)

Yes No

Permission **must** be obtained from the Town Council before allowing any vehicles to remain on site overnight.

SECTION FIVE – ATTRACTIONS

Do you intend to utilise or permit any of the following? *(please tick all that apply)*

- | | | |
|---------------------------------------------------------|-------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> PA System | <input type="checkbox"/> Portable Generator | <input type="checkbox"/> Market Stalls |
| <input type="checkbox"/> Plays/Street Theatre | <input type="checkbox"/> Electrical Appliances | <input type="checkbox"/> Table Top Sale |
| <input type="checkbox"/> Re-enactment Groups | <input type="checkbox"/> Barrier/Fencing | <input type="checkbox"/> Arts/Crafts |
| <input type="checkbox"/> Living History or Other | <input type="checkbox"/> Lost Children Point | <input type="checkbox"/> Carnival/Procession |
| <input type="checkbox"/> Live Entertainment | <input type="checkbox"/> Alcohol | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Live Music | <input type="checkbox"/> BBQ/Hog Roast | <input type="checkbox"/> Motor Vehicles |
| <input type="checkbox"/> Recorded Music | <input type="checkbox"/> Food/Drink Vendors | <input type="checkbox"/> Fairground Rides |
| <input type="checkbox"/> Portable Staging | <input type="checkbox"/> Gas Cooking Appliances | <input type="checkbox"/> Inflatables |
| <input type="checkbox"/> Scaffold Structures | <input type="checkbox"/> Mobile Catering Vans | <input type="checkbox"/> Mass Toy Balloon Launch |
| <input type="checkbox"/> Marquees | <input type="checkbox"/> Food Fairs | <input type="checkbox"/> Sailing/Boating/Canoeing |
| <input type="checkbox"/> Other <i>(please specify):</i> | | |

SECTION SIX – HEALTH & SAFETY

Who have you appointed to manage health and safety at the event and what qualifications do they have?

Please provide details of first aid arrangements.

If relevant, please provide details of how you will manage events on the lake:

What temporary structures are being provided (e.g. marquees, performance staging, landing craft staging, scaffold towers, lighting/TV gantries etc.)?

If a marquee is to be used please provide the following information: size of marquee, number and size of fire exits, confirmation that the marquee fabric is flame-retardant, details of any proposed emergency lighting, seating plan if appropriate and details of any cooking which may take place in or near the marquee.

Please provide details of any inflatable play equipment, for example a bouncy castle or an inflatable slide:

Please enclose a copy of the fire retardant certificates and written evidence that the inflatable equipment is being properly maintained. (Please note that PIPA is one of only two safety inspection/maintenance schemes recognised by the HSE; the other is ADIPS.)

Please provide details of mobile catering units and gas appliances such as portable stoves, BBQs or hog roast spits:

Give details of any lighting being provided for the site.

How will electrical power be provided for the event?

Note: There may be a charge for the use of the Town Council's electricity supply.

<p>What means are being provided for firefighting? (Give locations of fire points, details of extinguishers to be provided.)</p>
<p>Please provide details of use of buildings on site (if applicable):</p>
<p>How many volunteer/SIA trained stewards are you proposing to have? (Give details of numbers, training, communications etc.)</p>
<p>Are there any activities planned for your event that may create unacceptable noise levels to local residents or businesses?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Details:</p>
<p>If so, please outline what steps are to be taken to minimise the problem and ensure the noise is not excessive?</p>
<p>SECTION SEVEN – WASTE</p>
<p>Please provide details of your waste management arrangements:</p>
<p>Contact details of contractor dealing with recycling and refuse removal.</p> <p>Name: Telephone Number:</p> <p><i>Note: The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each day. There should be no litter left on site. If the event organiser fails to do this then the Town Council reserves the right to carry out the works in default and charge the event organiser the cost incurred.</i></p>
<p>SECTION EIGHT – MISCELLANEOUS</p>
<p>Ground Reinstatement: Are there any activities that may cause damage to the site?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Give details (this may include damage to hedges, grassed areas, seeded areas, footpaths, road surfaces, trees, shrubs, foliage etc.):</p>
<p>What measures do you have in place to reduce the risk of damage to the site?</p>
<p>Public Conveniences: How many toilets are being provided for public use? (If your event is expected to have more than 250 people in attendance we would expect one portaloos to be provided per 100 attendees in addition to the public toilets in the park.)</p> <p>Male: Female: Disabled:</p>

SECTION NINE – LICENSING

Do you require an alcohol/entertainments licence? *(please tick)*

Yes No Already have

If yes, you will need to apply to Wiltshire Council at www.wiltshire.gov.uk/licences-permits-ten

Do you require a PPL and PRS licence? *(please tick)*

Yes No Already have

PPL and PRS licences are necessary if live and/or recorded music is being played at an event. Click on the links below for details:

PPL: www.ppluk.com

PRS: www.prsformusic.com/licences

SECTION TEN – COSTS

Costs: There is **no charge** for the use of land requested for registered charities. For other commercial and profit-making events there is a charge of **£220 per day** (cheques to be made payable to Warminster Town Council). **Payment will need to be made two weeks in advance of the event date.**

SECTION ELEVEN – ENCLOSURES

I enclose the following documents *(please tick all that apply)*

- | | |
|---------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> A. Certificate of Public Liability Insurance (min £5m) | <input type="checkbox"/> E. Emergency Plan |
| <input type="checkbox"/> B. Programme of Events | <input type="checkbox"/> F. Risk Assessment |
| <input type="checkbox"/> C. Site Plan | <input type="checkbox"/> G. Noise Management Plan (if relevant) |
| <input type="checkbox"/> D. Management Plan | |

SECTION TWELVE – DECLARATION

I _____ on behalf of

confirm that the information given in this application is true to the best of my knowledge.

I understand that I should supply any documentation requested or the event may not proceed.

I have read, understood and agree to the terms and conditions. Where a charge has been applied, I agree to pay the said charge promptly without delay.

I understand that should I be found to have falsified any information the event may be cancelled.

I agree to send proof of public liability insurance to the value of £5 million either with this application or at least fourteen days prior to the event.

Name:

Signature:

Date: