



**AUDLEM PARISH COUNCIL
TURNPIKE FIELD
BOOKING FORM**

PLEASE RETURN THIS FORM BY EMAIL TO THE PARISH CLERK parishcouncil@audlempc.co.uk

Purpose of Booking

Date Required From/...../ 20..... To/...../ 20.....

Section One - Organiser Details

- Name of organisation
- Organiser/s
- Contact address
- Postcode
- Tel No. – Home
- Tel No. – Work
- Mobile No
- e-mail address

Section Two - Event Details

- Is this a (please tick one box only)

Charity event	<input type="checkbox"/>	Community event	<input type="checkbox"/>
Fund raising	<input type="checkbox"/>	Other	<input type="checkbox"/>

- For what purpose do you wish to use the field?

Car Park (daytime)	<input type="checkbox"/>	Car Park (overnight)	<input type="checkbox"/>	Camping	<input type="checkbox"/>
Community Event	<input type="checkbox"/>	Other (Please specify)			

Do you wish to access to the field on any other days?

If yes, when? Date/time before

Date/time after

Please indicate the area of the field that you intend to use on the accompanying plan

- Do you intend to use the following: Please tick if appropriate

Highway Directional Signs

Banners/Posters

- Please provide full details:

.....

Note: The Parish Council reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers.

- Do you intend to utilise or permit any of the following at the event? If so, please tick the appropriate boxes.

Toilets

Motor vehicles

Motor cycles

Tents/Caravans

Stewarding

Water bowser

Other: (please specify)

.....

Note: After this application has been submitted, no additional items may be included without the express consent of the Clerk.

Will any vehicles remain on site overnight?

Yes

No

Note: Vehicles remaining overnight must not use the public car park at the Shropshire Street end of the field

- If toilet facilities are to be provided, you will be required to ensure that they are adequate. Please submit details of your proposals to include method of disposal and if toilets are hired, the name and address of the hire company:

.....

.....

- Please identify the method to be used in order to maintain the area free of litter and refuse:

.....

.....

Note:

- The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each day to ensure that the Parish Council's obligations under the Environmental Protection Act 1990 - Code of Practice on Litter and Refuse is discharged. If the event organiser fails to do this then the Parish Council reserves the right to carry out the works in default and charge the event organiser the cost incurred.
- It is the event organiser's responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any Council litter bins etc., for disposal.
- A final inspection should be arranged with a member of the Council.

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 relevant limit of indemnity shall be an amount approved by the council’s Risk and Insurance Section and Legal Section. Under no circumstances shall this be less than £5 million and the Parish 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, sub-contractor, caterer etc. whom they have instructed/authorised to appear at the event.

Note: All documentation must be produced at least 14 days before the Event. Failure to comply may result in the Council refusing to grant permission for the holding of the event

Section Four - Emergency Services

- If, before the event takes place you need to notify the Police and other appropriate Emergency Services, please indicate contact made:

Police Ambulance St. John Ambulance Red Cross
Fire Other

If relevant, please supply details of the first aid cover to be provided:

.....

Section Five – Accidents and Incidents

It is a requirement that event organisers record the details of any accident, incident or near miss that occurs during an event and that a report is made to Audlem Parish Council within 24 hours of the event concluding. Reports should be made to the Clerk by email audlemcpc@gmail.com or by telephone on 07432 332857

Reports must include details such as, dates, times, full names and addresses involved, venue, activity, details of the incident, weather conditions, medical reports from First Aiders. For all accidents or incidents that are RIDDOR reportable, details/reports must be given to the enforcement authority.

Section Six

If permission is granted for the event, I hereby agree to comply with the conditions set out in this form and all reasonable instructions given by all authorised Officers of the Council.

Signed

Position

Date

I have enclosed, where necessary, the following:

Documentation Yes No Evidence of insurance Yes No
Site Plan

If you have answered **no** to any of the questions, please give details why:

.....