

MARKET BOSWORTH PARISH COUNCIL

EVENT APPLICATION FORM



Section One – Event and Organiser Details

1. Name of event: _____

2. Proposed event location: _____

3. Proposed event date: _____

4. Approximate number of people expected to attend the event: _____

5. Name of organisation responsible for the event: _____

6. Name of event organiser: _____

7. Contact details for the event organiser:

Address: _____

Tel: _____ email: _____

8. Name of Event Safety Co-ordinator: _____

9. Contact details for the Event Safety Co-ordinator:

Address: _____

Tel: _____ email: _____

Section Two – Event Description

1. Please provide a brief description of the proposed event in the space below:

2. Has this event been held before? Yes: _____ No: _____

If yes, please provide details in the space below. i.e. when it took place, number of people who attended:

3. What type of event is this? Please tick relevant category(ies):

Civic event: _____ Registered charity: _____

Commercial: _____ Religious event: _____

Community event: _____ School: _____

Fund raising: _____ Other: _____

If other, please describe: _____

4. For Registered Charity events, please state the name of the charity and your charity registration number:

Section Three – Event Times and Costs

1. Will you require access to the site prior to the day of the event? Yes: _____ No: _____

If yes, please indicate when you will require access: _____

2. Please indicate when you will require access to the site on the day of the event:

3. Please indicate the scheduled start and end times of your event: _____

4. Who will clear up the site following completion of the event and when do you expect to have vacated the site?

5. Is the event free to attend? Yes: _____ No: _____

If no, what is the admission price? _____

Cont/d overleaf

Section Four – Specific Event Details

1. Do you intend to utilise or permit any of the following infrastructure/attractions at the event? If so, please tick the appropriate categories. Please remember that some of these may not be permitted so please ensure that you identify everything linked to your event. Once this application has been submitted, no additional items may be included without additional written consent:

Marquees:	_____	Fireworks/pyrotechnics:	_____
Mobile stage:	_____	Laser/lighting effects:	_____
Constructed stage:	_____	Bonfire:	_____
Power supply:	_____	Regulated Entertainment:	_____
Portable generator:	_____	Live music:	_____
P.A. system:	_____	Street theatre:	_____
Water:	_____	Re-enactment groups:	_____
Barrier/fencing:	_____	Carnival/procession:	_____
Lighting:	_____	Animals (horses etc):	_____
Toilets:	_____	Motorcycles/vehicles:	_____
Stewarding:	_____		
Security (professional):	_____	Hot Air Balloons:	_____
Lost persons point:	_____	Market stalls:	_____
On site communications:	_____	Food/drink:	_____
Inflatables (eg bouncy castle):	_____	Alcohol: for sale?	_____
Fairground equipment:	_____	Alcohol: free of charge?	_____
Other:	_____	Raffle/draw:	_____

If there are any other infrastructure/attractions please detail below:

Section Five – Traffic Management

1. Do you anticipate the need for a road closure? Yes: ____ No: ____
2. Do you anticipate the need for a traffic diversion? Yes: ____ No: ____
3. Do you anticipate the need for on-street parking restrictions? Yes: ____ No: ____

If you have answered 'Yes' to any of the above three questions, please provide relevant details below. Please note that you must contact Leicestershire County Council Highways Department to discuss these details further. In addition, where relevant, you must allow time to request a formal traffic order:

Section Six – Insurance Policy and Emergency Services

*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). **Under no circumstances shall the limit of indemnity be less than £5 million** and the Parish Council reserves the right to request a higher limit if deemed necessary. Organisers are responsible for ensuring that any individual participant in the event has an adequate up-to-date Public Liability Insurance Policy.*

The Parish Council must receive copies of all insurance documentation at least 14 days prior to the date of the event. Failure to comply may result in the Parish Council refusing to grant permission for the event to proceed.

In cases where payment for the hire of the Parish Field is due, this also must be received at least 14 days prior to the date of the event. Failure to comply may result in the Parish Council refusing to grant permission for the event to proceed.

1. Public safety is of paramount importance when organising and delivering your event. Therefore it is important that you consult with the following Emergency Services concerning your forthcoming events. Please indicate that you have contacted the following services:

Police: _____ Appropriate First Aid Providers: _____
Ambulance Service: _____ Fire and Rescue Service: _____
Other: _____

If you have contacted any other services, please detail below:

2. If you are organising a ‘small’ event, first-aiders may be suitable when considering the type of first aid available. However, if it is a ‘large’ event then other factors must be considered e.g. on-site facilities for first-aid. Please supply details of the first aid cover to be provided for your event:

Section Seven – Terms and Conditions

If permission is given to you to stage your event, Market Bosworth Parish Council requests that you adhere to the following terms and conditions:

Definitions:

- “Council” – Market Bosworth Parish Council.
- “Event” – the purpose for which the event site has been booked as detailed within the submitted application form.
- “Hirer” – the company, representatives or individual of the organisation or group booking the event. This booking is deemed to be personal to the Hirer and may not transfer to another company, representative or individual.

Terms and Conditions:

- The Hirer agrees to allow authorised Council Officers/Members access at all times during the Event.
- If the Hirer is hiring the Parish Field, the Hirer will acknowledge that the public have free right of access to the Parish Field. That does not preclude the right of the Hirer to charge entry to part of the Field.
- The Council reserves the right to refuse admission or eject any person from the venue.
- The Council reserves the right to set a maximum number of people that can be admitted into the venue.

- You agree to keep the venue clean and tidy and shall ensure that it is regularly litter picked during the Event.
- You must at all times take good care of the venue and will be responsible for any damage to the venue, or any part of it or any equipment/property of the Council whether forming part of the hire or not, including damage to the surface, plants, shrubs, boundary fences, gates, hedges, seats and tables.
- On completion of the Event, all litter and debris must be removed from the venue. Furthermore, all property of the Hirer, contractors, performers and all other organisations connected to the Event must be removed from the venue on completion of the Event. The Council accepts no responsibility for any property left at the venue before, during or after the Event. If the Hirer fails to comply with these obligations the Council reserves the right to perform any such obligations and any costs incurred shall be passed on to the Hirer.
- The fee for the hire of the Parish Field shall be £100.00 per day or part day. A booking fee of £20.00 shall be payable at the time of booking and the balance of the fee shall be payable at least 14 days before the date of hiring. The Parish Council shall have the discretion to grant total or partial remission of the hiring fee and may also waive payment of the bond in exceptional circumstances.
- The Parish Council reserves the right to charge a bond payable at the time of booking by the hirer which may be retained to pay for the cost of any remedial work necessary as a result of damage caused during the hiring period or as a direct result of the hiring.
- The Hirer will ensure that any unwanted liquids are removed from the venue and not disposed into the sewage system.
- The Parish Council may cancel any hiring if in its opinion the organisation for which the premises are hired has racist or other policies which in its view are not acceptable; or if the premises are to be used as a platform for hate speech or to disseminate extremist views; or for any other purpose which the Parish Council deems to be unacceptable. In this event the Parish Council shall incur no liability to the Hirer other than the return of any fee paid to it by the Hirer in respect of hiring.
- If the Hirer cancels the hiring of the Parish Field for any of the dates for which confirmation has been given the Parish Council will be entitled to retain the whole of the letting fee paid in respect of the cancelled hiring. Provided that notice of the cancellation is received by the Clerk at least 90 days before the hiring was to take place the Parish Council may at its absolute discretion repay the Hirer an amount not exceeding 50% of the letting fee.
- The Hirer shall ensure that all temporary fittings or installations are removed from the site within the timescale specified at the time of application.
- The Hirer shall ensure that their activities do not cause nuisance or annoyance to nearby owners and occupiers.
- The use and release of sky lanterns and / or helium balloons shall not be permitted.

Insurance and Risk Assessment:

- The Hirer agrees to undertake a comprehensive risk assessment for the event to ensure the safety of everyone attending. This should comply with all appropriate health and safety legislation.
- The Hirer must have a Policy of Insurance in respect of Public Liability or Third Party risks (including products liability where appropriate). On signing the 'Terms and Conditions' part of the Event Application form, you agree to indemnify the Council against any action, claim, loss, costs or expenses resulting from, or consequential upon, any liability of the above nature. Furthermore, you also agree to insure and provide evidence of such insurance, to cover liability of this nature up to a minimum of £5 million. The Council reserves the right to increase this level if it deems appropriate.

- It is the Hirer's responsibility to ensure that all external contractors and performers have suitable insurance in place – this needs to be a minimum of £5 million.
- Failure to provide evidence of appropriate insurance cover for the Hirer and all contractors, performers and other organisations connected to the event, will lead to the event being cancelled and the Council accepts no responsibility for the prior costs incurred by the Hirer.

Licence/Permits/Consent:

Market Bosworth Parish Council holds a licence through Hinckley & Bosworth Borough Council for Regulated Entertainment, Late Night Refreshment and Sale of Alcohol between the hours of 8.00 a.m. – 23.00 p.m. from Monday to Sunday inclusive, in Market Bosworth Town Centre. The Hirer must observe the licensing requirements for entertainment and sale or giving of alcohol.

If the Hirer wishes to extend their event beyond 23.00 hours the Hirer will be required to apply for a Temporary Event Notice in consultation with the Parish Council.

You may not need a further licence for your planned event, but please be aware that if your event includes live music you will need a Performing Rights Society (PRS) Licence and if it includes sound recordings you will need a Public Performance Licence (PPL) from Phonographic Performance Limited. These are legal requirements when the use of music is a 'public performance' ie outside the home.

The Hirer shall ensure that the activities undertaken in the course of the hiring shall comply with the requirements of relevant legislation and particularly so in respect of the noise levels generated and the possible intrusive nature of such activities.

Contact the Civil Aviation Authority or Air Traffic Control if you want to set off a lot of balloons or are having aircraft of any kind flying over your event.

- The Hirer shall ensure that any licence, permit or other formal consent required for the event be obtained prior to the event taking place. This includes all relevant licenses in accordance with the Licensing Act 2003 and also relates to the playing of recorded or live music. If any licence, permit or formal consent is not obtained the Council reserves the right to immediately cancel your event.
- It is the Hirer's responsibility to ensure that any license, permit or other formal consent required for performers, contractors, etc is in place. The Council reserves the right to ask to see evidence of this.
- Where a licence or consent is granted, the Hirer must agree to abide by the conditions, and not contravene any part of the terms and conditions. Furthermore the Hirer is responsible for administering, organising and complying with all license conditions.
- If food is provided then the Hirer must supply the Council with the full details of the vendor
- All Caterers at the event must comply fully with key legislation including the Food Safety Act 1990.
- If you are awarded a formal traffic order, you must ensure that you are fully aware of your responsibilities and adhere to all relevant legislation.

Safety & Welfare:

- The Hirer is responsible for the supervision and control of all people attending the event, contractors, performers and any other persons connected to the event.
- Child safety must be of paramount importance, as should the safety of all people associated with the event.

- A Lost Persons & First Aid point must be clearly visible at the venue.
- Marshals and stewards must be provided and be fully briefed of duties.
- The Hirer shall ensure that all electrical equipment used at the venue has undergone a currently valid electrical inspection and must be able to provide evidence of this.
- All relevant equipment such as generators should be appropriately segregated/fenced off.

PLEASE NOW COMPLETE AND RETURN THE FORM OVERLEAF

I, the Hirer/on behalf of the Hirer, (please delete as relevant), agree to abide by the above terms and conditions and I understand that I cannot apply for a Temporary Event Notice (TEN) without the Parish Council's permission

PRINT NAME

Signature

Position (where applicable)

Please sign and return this form, together with any supporting documentation, to:

The Parish Clerk
Market Bosworth Parish Council
Parish Council Office
The Parish Hall
Park Street
Market Bosworth
Nr Nuneaton
Warks, CV13 0LL

Tel: 01455 291867
Email: clerk@marketbosworth-pc.gov.uk

Adopted by Market Bosworth Parish Council at the Parish Council Meeting on 21 April 2020.
Minute reference 11.

Useful Contacts:

Leicestershire County Council, re Highways matters - Tel: 0116 232 3232 main switchboard.
Address: County Hall, Glenfield, Leicestershire, LE3 8RA. Email: information@leics.gov.uk

Leicestershire Fire and Rescue Service – you can notify them of your event online at
www.leicestershire-fire.gov.uk/form/initialEventform.aspx

Leicestershire Police – South Area Operations Planning, for advice on events and contingency
planning – Tel: 0116 248 5429

Performing Rights Society (PRS), for advice on obtaining a PRS Music Licence - Tel: 0800 068
4828. Email: musiclicence@prs.co.uk

Phonographic Performance Limited (PPL), for advice on obtaining a Public Performance License –
Tel: 020 7534 1000. Email: ppo.info@ppluk.com

St John Ambulance, Leicestershire, for advice on first aid cover – Tel: 0870 756 5655. Address: St
John Centre, Bankfield House, 132 New Walk, Leicester, LE1 7JA.

Hinckley & Bosworth Borough Council Environmental Health Officers, for advice on licensing,
health and safety, risk assessment, catering and welfare facilities – Tel: 01455 255944.