



Event Application Booking Form

Ivybridge Town Council Parks and Open Spaces

Please note – this form should be submitted at least 28 days prior to the event date. You will receive written confirmation that permission has been granted to use the site or premises.

The information on this form is required to ensure that all events on ITC land and premises are organised safely.

General Data Protection Regulations

This Council recognises that it has a duty to people whose information it holds to treat that information in accordance with statute. Visit www.ivybridge.gov.uk/privacy to view our privacy notice which explains how we use any personal information we collect about you.

Event Details

Name of event:	Proposed location:
Proposed event date(s):	Proposed event times: Start: Finish:
Date / time site is required for set-up:	Date / time site will be vacated:
<p>Detailed description of the proposed event:</p> <p>Anticipated attendance figure..... Anticipated age group</p> <p><i>(Please note that the Council may require further information, and may also request to meet with the event organiser when considering the application)</i></p>	

Is your event: (please tick)			
Charity / Community	<input type="checkbox"/>	Commercial / Trading	<input type="checkbox"/>
Civic / Religious	<input type="checkbox"/>	Clubs / Schools	<input type="checkbox"/>

Event Organiser Details

Name of organisation:	Contact name:
Contact address:	
Postcode:	
Telephone:	Email:
Mobile:	
Website / social media (if applicable):	

1. The person listed first will be treated by the Council as the contact point for correspondence
2. ALL persons listed must sign this event application form and will be responsible for ensuring that licencing and insurance procedures are complied with.

Charges

Organisers must be aware that there may be a charge for certain events on Council land – please refer to the Event Guidelines and Conditions of Hire.

Charity / Community – No charge

Civic / Religious – No charge

Clubs / Schools – No charge

Commercial / Trading – Subject to charge, to be determined by the Town Council upon application

A refundable damage deposit may be taken, regardless of organisation status.

Payments can be made by cheque, cash, credit/debit card and faster payments.

Please can you provide details to whom the invoice should be sent if different from the address above:

Name

Address

.....

.....Post Code

Tel No. Mobile No.

Email

Health and Safety

Organisers must provide a risk assessment and detailed site plan showing the positions of the proposed activities, eg stalls, marquees, arena, parking and vehicle movements, exhibition units, lighting, PA and generators etc. These plans must be submitted at least 28 days prior to the event.

Risk Assessment

Please include a risk assessment for the proposed event including:

- The activity
- Identifying the hazards
- Persons at risk
- Measures to be put in place to control or remove the risk
- Evaluating the severity of the risk, ie low, medium or high
- The likelihood, ie low, medium or high

Declaration & Terms and Conditions

I/we agree to comply with all instructions and conditions given on behalf of the Council via the Town Clerk/appointed Officer, and contained within the Parks and Open Spaces Event Guidelines and Conditions of Hire document, and that on acceptance thereof by ITC this application shall be deemed to be a contract between myself/ourselves and ITC.

Signature:

Name: (in capitals)

Date:

Checklist – Supplied documentation	
	Public Liability Insurance (organiser)
	Public Liability Insurance (participants/contractors) (if applicable)
	Risk Assessment
	Site Plan / Route Map
	Parking Management & Vehicle Movement Plan
	Waste Management Plan
	Safeguarding Policy (if applicable)
	Inflatables certificate (if applicable)
	Fire Procedures Plan
	Please use this space to provide additional information (generators, temporary structures, etc)