



## **HORSMONDEN PARISH COUNCIL** **VILLAGE GREEN - BOOKING FORM**

***Please note that booking of the Village Green is at the discretion of the Parish Council. All requested documentation must be received by the Council six weeks prior to the event taking place.***

**Proposed Event Title and brief description\* (Details to be provided at the end of the form.)**  
.....

**Proposed Date** ..... / ..... / ..... **Time: From** ..... **To** .....

**Name of Organiser/Organisation**  
.....

**Address**.....  
.....

**Post Code** .....

**Telephone** ..... **Mobile** ..... **Email**.....

**Anticipated attendance: (number expected)** .....

**Toilets:** When an event is likely to attract in excess of 300 visitors, the event organisers are required to provide toilets on the basis of one per 100.

**Sanitary arrangements**

Toilet Facilities

Number of persons	For Male Public	For Female Public
1-100	1 W.C	3 W.C.
101-200	2	4
201-300	3	5
301-400	4	7
401-500	4	8
501-600	5	9
601+	+1 per 250 extra	+1 per 200 extra

**Car Parking:** As the village does not have a public car park, the organisers of events that are likely to generate an influx of vehicles (greater than 50 non-parishioners) are required to provide off-street parking.

**Location of off-street car park**.....

**Contact Name of car park provider**.....

**Address** .....

**Post Code** .....

**Telephone** ..... **Mobile** ..... **Email** .....

**Litter:** The organisers of any event are responsible for ensuring the Village Green is left clean and tidy; any refuse must be removed from the Village Green. Litter bins around the Village Green are for use by the general public and are not to be used by event organisers to dispose of refuse.

**Insurance:** Organisers of events are required to have a minimum of £5 million public liability insurance. Proof of the insurance must be passed to the Parish Council prior to the event. Failure to do so will mean automatic cancellation of the booking. **The organisers of events are required to comply with all requirements specified by their public liability insurer, and to complete a full risk assessment for the event, providing a copy for the Council prior to the event and take any preventative action thus identified.**

Where an accident occurs in connection with, or resulting from, the event and is not covered by the organiser's liability insurance, full liability is accepted by the event organiser/organisation. The event organiser understands that the Parish Council can only give permission for an event held solely on the Village Green.

**Policing:** Where policing of an event is required either by the organiser, or by the Police themselves, the responsibility for organising the policing as well as any cost associated with such policing of the event will be borne entirely by the event organiser/organisers.

#### **Fetes and Galas**

- Police and Fire Brigade authorities must be consulted at least seven days prior to an event, and their recommendations strictly adhered to.
- There should be at least one steward in attendance for every 100 spectators.
- Qualified first-aid personnel must be in attendance with the means available to summon the emergency services.
- All independent persons, owners of mechanically propelled vehicles and the owners of any animals must have their own Public Liability insurance.
- The organisers must ensure that all areas where events are to take place are suitable for the intended purpose.

**Byelaws:** Byelaws exist to protect the Village Green and its users. The organiser/organisation requesting a booking form must accept the existence of the byelaws and provide stewards to ensure no breaches occur. When necessary, the Parish Council may grant permission for the byelaws to be relaxed for the duration of an event, providing the correct supporting documentation and requirements have been met and provided as stipulated and the Parish Council is satisfied that the usage of the Green is appropriate. In such cases the relaxation of the byelaws will be confirmed by the Parish Council in writing and the responsibility for the usage of the Green will rest with the event organiser(s).

**Damage:** The Parish Council will require a cash deposit from the organiser, prior to the event, based on £1.00 per person and subject to a maximum of £250.00. The deposit will be refunded within one week of the event if no damage has occurred. Where damage is identified the deposit will be utilised to repair any damage and any balance refunded within six months of the event.

I agree that I have read and understand all the information above as well as Horsmonden Parish Council's Hirers Privacy Notice (which was provided to me with this form). I agree by signing below that I will abide by the hiring guidelines set out in this document and that the Council may process my personal information for statutory purposes, providing information and corresponding with me.

I have the right to request modification/deletion of the information that you keep on record.

**Applicant Name** .....

**Applicant Signature** .....

**Date** ..... / ..... / .....

**Event details:**

(Please provide below as much detail as possible about how the event will be organised, who will be organising the event, any special risks associated with the event and how these will be managed. A separate risk assessment will be required for events on the Green.