

HORSMONDEN VILLAGE GREEN
BOOKING FORM

Please note that the booking of the Village green is at the discretion of the Parish Council and subject to all requested documentation being received by the Council at least one week prior to the event taking place.

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

Name of Organiser/Organisation
Address
Post Code
Telephone **Mobile** **Email**.....

Anticipated attendance:
Number of people expected

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

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, including the completion of any risk assessment and the taking of 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.

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 are 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.

Applicant Name

Applicant Signature

Date/...../.....

NOTES FOR ORGANISERS

Sanitary arrangements

Toilet Facilities	For Male Public	For Female Public
Number of persons		
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

Fetes and Galas

- Police and Fire Brigade authorities must be consulted at least 7 days prior to an event, and again, their recommendations strictly adhered to
- There should be at least 1 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

Shooting and Archery

- Each position must be individually supervised and controlled by experienced and qualified persons
- An area behind the firing position must be roped off ensuring that any person not involved has no access whatsoever.
- Owners of guns must have their own public liability insurance
- No unauthorised persons are to use guns.