

STAMFORD TOWN COUNCIL

HIRE OF RECREATION GROUND, BANDSTAND AND MEADOWS

Thank you for your enquiry about holding an outdoor event or activity on land owned by Stamford Town Council. An event can be anything from a community picnic or charity fundraiser to larger festivals or sporting spectacles, you will need our permission to hold the event.

Before planning your event, you will need to gain permission, by completing the attached initial request form, to make sure that the land you want to use is available and suitable for the type of event/activity you are proposing. Please post or email the completed form to the details below.

Once we have received the completed form, it will be circulated to the Amenities Committee. If the event is approved, you will receive the Application Form which must be signed confirming your agreement to the terms and conditions. Please return it to us along with a comprehensive Risk Assessment for the event/activity and a Site Layout Plan and any other relevant documentation required. You will also need to obtain and show proof of public liability insurance.

Hire fees may apply for commercial events/activities and, you will need to provide a deposit cheque the amount will be advised depending on the type of event. All event sites must be left in a clean and tidy condition. Organisers are responsible for the full cost of the repair to any damage to the site.

Under the Licensing Act 2013, you may need a license from South Kesteven District Council if your event involves any licensable activities such as the performance of dance, music or the supply of alcohol. Please note that this will incur an additional cost and will more often than not require a Noise Management Plan.

If you are a sports club and you wish to use the ground for a training session, you will need our permission. Please contact the Council office to discuss your enquiry in the first instance.

Postal address

FAO Sarah Dorson
Town Hall
St Marys Hill
Stamford
PE9 2DR

Email Address: dtc@stamfordtowncouncil.gov.uk

EVENT GUIDANCE NOTES

Anyone who organises an event/activity, regardless of whether it's an individual, group, business or professional body, has a duty and responsibility to protect the health and safety and welfare of anyone who may be affected in any way by the event including volunteers, staff, participants and spectators. It is the event organisers responsibility to ensure health and safety and compliance with all legislation relevant to the activity.

Event Planning

Thorough planning is important to ensure your event/activity runs without any issues. Once you've decided the type of event you will be holding it is important to consider the detail and the steps you need to undertake.

- Who you want to attend & the expected number of attendees?
- Whether the venue is suitable & accessible?
- When the event will be held – adverse weather conditions could impact its safe running?
- How you will co-ordinate the event, including number of volunteers, marshals & the provisions required?
- If any licences or consents are needed from South Kesteven District Council/Lincolnshire County Council?
- How you will manage health & safety, arrangements for first aid & emergencies (e.g., fire)?

You will need to complete and return the attached Event Initial Request Form. It can help to guide your planning.

**Initial Request for Use of Stamford Meadows / Stamford Recreation
Ground or Bandstand**

Section 1: Event Details

Name of Event			
Proposed Event location	Stamford Meadows* / Stamford Recreation Ground*/ Bandstand* *Strike out whichever does not apply		
Proposed Event Date(s)			
Proposed Event start times		Proposed event finish times	
Date/time required for set up			
Date/time required for Breakdown			
Name of Organisation and Event Organisers Name			
Detailed Description of the Event			

Section 2: Event Summary

Event Type (Please tick relevant box)		
Charity <input type="checkbox"/>	Community <input type="checkbox"/>	Commercial <input type="checkbox"/>
Non-Commercial <input type="checkbox"/>	Religious <input type="checkbox"/>	Political <input type="checkbox"/>
Other – Please Specify:		
Is this a repeat event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes', when was it last held?		
Event Size		
What are the anticipated audience and Participant numbers?		
Will you be charging for the event (please state charges)		



Section 3: Regulated Service, Licencing and Permits

This section is very important to your application. It helps us to ensure you will have a successful and well-run event. If any of these details change it is up to **you** to inform us.

Are any of the following to be sold or supplied as part of your event? <i>If yes, please give further details, you may require further licencing please contact SKDC for advice.</i>	
Live music	Yes <input type="checkbox"/> No <input type="checkbox"/>
Recorded music	Yes <input type="checkbox"/> No <input type="checkbox"/>
Performances of Dance	Yes <input type="checkbox"/> No <input type="checkbox"/>
Performance of plays	Yes <input type="checkbox"/> No <input type="checkbox"/>
Films	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alcohol	Yes <input type="checkbox"/> No <input type="checkbox"/>

Raffles & Lotteries		
Do you intend to have a raffle or lottery?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Public Charity Collections		
Do you intend to have a Street collection?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, you will need a Street Collection License Contact SKDC</i>	
Street trading	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, you will need a Street Trading Permit Contact: See street collections</i>	

Animals		
Will animals be exhibited or performing at the event	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Traffic & Highways	
Do You need to stop traffic or restrict traffic in any way?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, contact Lincolnshire County Council</i>
Do you need to prevent the use of public parking spaces/bays?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, contact Lincolnshire County Council</i>

Food & Drink		
Will food be sold or supplied as part of your Event? (NB A Food Hygiene rating of 4 or above is required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>





General Requirements	
Will waste be produced? (food, general waste, plastics, paper etc.) Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, give details of your plans for recycling and waste management.</i>	
Do you require power? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, give details of how you intend to supply it:</i>	
Do you require water? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, give details of how you intend to supply it:</i>	
Will you be providing temporary toilets in addition to public toilets? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, give details. Please note that existing facilities may not be available or may not be adequate for the number of people at the event. HSG195 has guidance on no. required.</i>	
Will you require vehicle access at the event? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, give details (number and type of vehicles to be used):</i>	
Will the event be accessible and open to all? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Under the Equality Act (2010) you must not discriminate on the basis of race, colour, ethnic or national origins, religion and belief, gender, sexual orientation or marital status and disability or age.</i>	

Please use this space for any further information that might help with your application:

Section 4: Publicity

Do you give permission for your contact details to be added to a database, for use both internally and by members of the public inquiring about the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you give permission for the event to be displayed on the council website?	Yes <input type="checkbox"/> No <input type="checkbox"/>



Section 5: Declaration

PLEASE NOTE: An Event Permit from the Council may not be sufficient for some activities/events. By law you may also be required to apply separately for other permissions.

If your event requires a Licence, Permit, Notice or Consent of any other kind, in addition to an Event Permit and it is not obtained in advance your event will not be allowed to proceed.

You are strongly advised not to advertise your event until you have received your Agreement in Principle.

By signing this declaration, you as the Event Organiser confirm that you:

- Hereby request an Event Permit for the event as detailed in this initial request form.
- have read and agree to abide by the Stamford Town Council Programmed Events Hire Terms and Conditions.
- Are fully aware of your obligations and have considered all aspects of event management to ensure your event complies with the law and is delivered legally and safely.
- Are the person who is the main contact and the person who has overall responsibility for the management of the Event and the health and safety of all participants, contractors and the audience.
- Have/will have a valid Public Liability Insurance of no less than £5,000,000
- Will have available upon request copies of any licence, consent or permit your or your participants are required to hold and copies of all risk assessments, undertaken by you and your participants.
- Will make payment in full to Stamford Town Council, prior to an Event Permit being issued, and a deposit for any damages incurred as a result of hosting this event
- Are aware of the timescale required for any other permissions your Event may require and you will make the necessary application. If any such Licence, permit or consent has not been obtained by the required date, the Council reserves the right to cancel this event application.
- Agree to abide by all/any conditions that may be applied to an agreement from us to hold this Event and the issue of an Event Permit.
- Are fully aware any event can be cancelled up until the Event Permit is issued.
- By Signing this you grant permission for your data to be held and used as per Stamford Town Council's Data Protection Policy and Statement Below.

Name: (Printed)		Date:	
Address:		Signature:	
Email:			
Telephone		Mobile:	
Role at event			

CHRONOLOGICAL HISTORY OF THIS DOCUMENT

Meeting:	Date:
Approved: Amenities Committee Meeting	11/01/2022
Ratified: Full Council	25/01/2022
To be Reviewed:	December 2022

Data Protection

Stamford Town Council will use the information provided on this form for Programmed Events Hire administration purposes only. You have the right to request to see the information we hold about you and to have any

Office use only

Approved by Committee.....
 Charges to apply.....
 Financial Year.....