



Stamford Town Council

Town Hall, St. Mary's Hill, Stamford, Lincolnshire PE9 2DR

Tel: 01780 753808

E-mail: townhall@stamfordtowncouncil.gov.uk

Website: www.stamfordtowncouncil.gov.uk

Dear Sir / Madam,

Thank you for your enquiry about holding an outdoor event in Stamford Meadows/Recreation Ground. Anyone organising an event on council owned land must complete this form. Please post or email the completed form to the details above.

Please complete every section of this form, the more information you provide means the fewer questions we have to ask and a quicker response to the application. Further guidance on completing this form is contained in the council's Outdoor Events Policy.

Under the Licensing Act (2003), you may need an additional license if your event involves any licensable activities such as the performance of dance, music or the supply of alcohol. The Events Office can confirm whether a separate license is necessary. Please note that this will incur an additional cost and will more often than not require a Noise Management Plan.

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. Organisers must also have adequate Public Liability Insurance cover and a Health and Safety Policy. As required by Lincolnshire Events Safety Partnership <https://www.lincolnshire.gov.uk/lincolnshire-prepared/lincolnshire-event-safety-partnership>

Events where the public will be sold a service, charged for admission or commercial events such as product exposure / sampling, company functions, photographic shoots or filming will require the payment of a fee to Stamford Town Council.

Once we have received the completed form, it will be circulated to the Amenities Committee. If the event is approved, you will receive an Agreement form which must be signed confirming agreement to the terms and conditions, once all the relevant documentation has been received you will receive a licence to hold the event. Please make sure that the person in charge of the event carries the Agreement & licence with them on the day.

Should you require any further information, please contact The Town Hall.

Yours faithfully,

Stamford Town Council