



Stamford Town Council

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

Initial Request for Use of Stamford Meadows or Stamford Recreation Ground

Contact Details

Name of organisation			
Address			
Name of main contact			
Email			
Phone Numbers	Landline	Mobile	
Name of contact person on the day (if different from above)			
Email		Mobile no.	

Event Details

Name of event			
Proposed location	Stamford Meadows* / Stamford Recreation Ground* *Strike out whichever does not apply		
Event proposed start date(s)		Proposed finish date(s)	
Event proposed start time(s)		Proposed finish time(s)	
Site set up / clean up proposed start date		Proposed finish date	
Site set up / clean up proposed start time		Proposed finish time	
No. of participants (including visitors) anticipated			
Will you be charging for the event (please state charges)			



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Description of Activities

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.

<p>Description of Activity <i>Please note it may be easier to attach a full programme of activities to the application. Please specify all components, stalls, activities, music, dog shows, etc.</i></p>	
<p>Do you have a site plan? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>This is important if your event includes structures such as tents, stages, parking areas etc.</i></p>	
<p>Will there be any of the following that may require a further license or permit? <i>If yes, please give further details. You may be eligible for a Temporary Event Notice (TEN) if the event is under a certain size. Further details on eligibility for a TEN are on the SKDC council website</i></p>	
Live music	Yes <input type="checkbox"/> No <input type="checkbox"/>
Recorded music	Yes <input type="checkbox"/> No <input type="checkbox"/>
Dancing	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"/> <i>If yes, please indicate in your risk assessment how you intend to minimise the risk of injury associated with intoxication or excessive alcohol consumption.</i>
Food and / or drink	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Food Hygiene Legislation applies to any activity that involves handling food and drink</i>
Road closures	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, contact Lincolnshire County Council</i>
Street collections	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>



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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:	

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"/>

Declaration

By Signing this you are agreeing to abide by the Programmed Events Hire Terms and Conditions and grant permission for your data to be held and used as per Stamford Town Council's Data Protection Policy and Statement Below.

Signed *	
Name (block capitals)	
Role at event	
Date	

<u>Data Protection</u> 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	<u>Office use only</u> Approved by Committee..... Charges to apply..... Financial Year.....
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Terms and Conditions of Hire

1. The Council will not be responsible for any loss, damage or injury of any description to persons or property which may be sustained subsequent upon or arising directly or indirectly from the holding of the said event and the organisers shall indemnify the Council against all such claims.
2. The organisers must have minimum Public Liability Insurance cover of £5 million for each and every incident against all liability arising covering both the participants in the event (including any officials employed in connection therewith) and all third parties.
3. The organisers will comply with the regulations (if any) and the conditions which may be required by the insurers in respect of this event.
4. The organisers will take all reasonable steps which may be necessary to ensure the (a) safety of the public in particular safety from all machinery, vehicles and other equipment (if any) in use at the event and (b) the safety of all machinery, vehicles and other equipment (if any) in use at the event and to permit the Council's officials to inspect the said machinery, vehicles and other equipment at any time and to comply with any directions given by such officials to repair or discontinue as necessary the use of any such equipment which in the opinion of the officials is defective. A risk assessment is required for all events.
5. The site or area being used will be left in a clean and tidy condition to the satisfaction of the Council. The organisers are to be responsible for the full costs of the repair of any damage to the site which occurs as a result of the holding of this event, such repairs are to be carried out by the Council at the organisers' expense or by an approved contractor as agreed by the council. **A deposit of £250** will be required to cover consequential loss and damage plus additional staff related costs in addressing any damage or losses incurred following the event. The Hirer will sign a receipt for the key at the Town Hall, leaving **a deposit of £50** returnable after its safe return.
6. If suitable and / or adequate public toilets are not available, provision must be made to the satisfaction of the council's Outdoor Events Manager.
7. A hire fee may be required for this event.
8. Car parking on any green field site is not permitted unless prior arrangement and permission is obtained through the council.
9. The Council reserve the right to revoke this consent on giving written notice to the organisers if in the opinion of the Council it is impossible, impracticable or inadvisable to allow the event to take place by reason of the nature of the event, the condition of the open space or of any buildings, equipment, fixtures or fittings therein or the carrying out of works of maintenance or repair thereto, the existence of any industrial dispute involving the council's servants or agents, or any other circumstances outside the council's control, and on the consent being revoked as aforesaid the organisers shall be repaid any deposit or sum of money that may have been paid but shall have no claim against the council for any damage or loss they may sustain or in respect of any liability which they may incur or have incurred in consequence of any such revocation.
10. The organisers must comply with the requirements or regulations of any national governing institution which lays down regulations so far as the proposed event is concerned. Terms and conditions as detailed in Doc. AC03- Agreement