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**Events in parks or on Council owned open spaces – booking form**

**Event Details, Application and Hirers Agreement**

Name of your event: …………………………………………………………………

Name of site: …………………………………………………………………………

Exact location of land required

(please include plan/

layout of event) …………………………………………………………

Please note. If your event is taking place in West Park you MUST allow access via the pathways for Park Run and Walking For Health which take place on Saturday and Sunday mornings. Pathways cannot be blocked with fencing.

Preferred date(s) of event: …………………………………………………………

Arrival date AND time for set up: …………………………..

Departure date AND time from site: …………………………..

Preferred event running times: Start: ………… am/pm Finish: ………………….. am/pm

Description of event: …………………………………………………………………..

Objectives of event: …………………………………………………………………..

…………………………………………………………………………………………………..

…………………………………………………………………………………………………..

Estimated attendance: ………………………….

**Price list to 31 March 2019**

Administration & booking fee (applicable to ALL bookings) £60

Events … Field Hire

 Per day … weekdays £215

 Per day … weekends £430

Commercial Events – per day £550

Commercial Events build/breakdown fee – per day £130

Bandstand (West Park, East Park & Hickman Theatre) £120

The events team reserve the right to recharge the organiser at cost for the following items where applicable:

* Use of water/electricity
* Litter removal and reinstatements if required both inside and outside the park
* Overtime of parks staff

**Event Application and Hirers Agreement**

I am requesting permission to bring on site the following items: (Please tick all that apply)

* Fairground rides
* Water supply
* Catering facilities
* PA system
* Market stalls
* Stewarding/security – please indicate numbers here ………………………………………
* Electricity supply (Diesel generators only)
* Licensed bar
* Marquees
* Live entertainment
* Toilets – In the event that there is no park ranger available it may be necessary for you to arrange portable toilets or to pay an additional fee to ensure a ranger is on site. If this is a large event – provision of portable toilets is an essential in any event.
* If you are bringing in portable toilets please indicate how many here ……………………

Do you anticipate using any of the following? (Please tick all that apply)

* Room/building
* Field(s)
* Paths
* Other (please specify) ……………………………………………………………….

Will you be using a vehicle(s) during the event? Yes / No

 ***(Please note the speed limit on ALL sites is restricted to 5mph with hazard lights on)***

If yes, please specify (eg car/heavy vehicles/weight/length/width etc).

…………………………………………………………………………………………………..

Have you considered parking arrangements for the event? Please advise

……………………………………………………………………………………………………..

…………………………………………………………………………………………………….

It is a condition of using Council land that an event application is submitted to the Council Safety Advisory Group – has this been done? YES / NO

Advertising in unauthorised locations is not permitted.

**Details of Organiser**

Is this organisation a charity / non-commercial / commercial organisation (highlight as appropriate)? If a registered charity, please state registered number:

…..……………...

Name of organisation: ………………………………………………………………….

Event organiser: ………………………………………………………………….

E-mail address: …………………………………………………………………..

Address: …………………………………………………………………..

 …………………………………………………………………..

Daytime Tel No: …………………………………………………………………..

Contact representative on day of event:

Name: …………………………………………………………………..

Contact details: …………………………………………………………………..

If you wish to add any further information, please attach a separate sheet.

**Visitor Economy ~ Hirers Agreement**

The section below is to be read and signed by the event organiser. Please note that the use of the site is subject to availability of the site, recommendations of the parks team and the discretion of the Head of Service for Visitor Economy.

**Insurance/Risk Assessment Requirements for events on outdoor land in Wolverhampton**

Permission will only be granted for events on condition the event organiser is responsible for all damage, injury or loss whatsoever kind and howsoever arising, except from the negligence of the Council, their servants or agents, which may be caused to or suffered by any person directly or indirectly by reason or in consequence of the granting of this permission. You are further required to keep the Council fully and effectively indemnified against all actions, proceedings, costs and expenses in respect of such damage, injury or loss.

To give effect to the indemnity provided for by the preceding paragraph **you will be required to take out a policy of Public Liability insurance in terms to be approved by the Council in the sum not less than five million pounds** in respect of any claim or any claim of a series arising out of one event. Evidence of such insurance must be produced prior to the date upon which the above event is to take place and the Council reserve the right to refuse entry on the date specified in the event such evidence not being produced.

**Please submit details of your insurance and risk assessments as soon as possible, as acceptance of your application will only be confirmed once we have received the details.**

* The event organiser is responsible for ensuring that ALL necessary licences for the event are obtained and approved by the Licensing Section of the Council prior to the event (enquiries – 01902 556037).
* **The event organiser shall take out a public liability insurance policy to the minimum sum of £5 million pounds unless advised by the Council that a higher amount is required.**
* The event organiser shall ensure that all **litter** incurred as a result of the event is removed at the end of each day the event operates. If the organiser fails to do so, the Council reserves the right to carry out the works in default and recharge the organiser for the full costs incurred. The site must be left as it was found.
* The event organiser shall be responsible for the repair of all **damage** caused to Council land or property during the event. If the organiser fails to do so, the Council reserves the right to carry out the works in default and recharge the organiser for the full costs incurred.
* The event organiser shall be responsible for providing adequate **toilet facilities** for the estimated attendance of the event. On site toilets (if any) are not guaranteed to be open and are not suitable for large numbers of people.
* All event fees must be paid following approval and before the event takes place. The breakdown of event fees is listed above.
* All proposed activities must be listed in the application and risk assessed. Permission will be granted according to the information supplied and will not apply to subsequent additions or alterations.
* Failure to provide any of the above documentation will lead to the event being refused permission.

Signature of Organiser: …………………………………………………………..

Name (Block Capitals): …………………………………………………………..

Date: …………………………………………………………..