

Kingston Parish Council

APPLICATION FORM FOR KINGSTON OPEN SPACE EVENTS

Thank you for your enquiry about using Kingston open spaces for an event. We look forward to receiving your completed application form and your request will then be considered at the next Parish Council Meeting.

Please provide as much detail as possible, ensure that all sections of the application form are completed and return it along with a copy of your Public Liability Insurance to:

Clerk, Kingston Parish Council, Community Pavilion, St Pancras Green, Kingston, BN7 3LN

Telephone: 07526 489933

E-mail: clerk@kingston-lewes-pc.gov.uk

ABOUT YOU

Name of Organisation.....

Name of Contact Person.....

Position Held in Organisation.....

Address.....

.....

.....Post Code.....

Daytime Tel.No..... Evening.....

Mobile Tel.No..... Fax No.....

Email Address.....

Are you a Registered Charity? Yes No

If yes, please give us your registration number.....

Are you?

Community Group Business Private Individual Not for Profit Organisation*

*Please give details.....

ABOUT YOUR EVENT

Name of Event.....

Where do you want to hold this event? St Pancras Green Kingston Village Green

When do you want to hold this event? (Only include the operating dates and times of the event)

Date event to be held: From.....to.....

Start time.....end time.....

Has this event been held before? Yes No

If yes, please give approximate year and month.....

Total number of expected visitors at the event.....

Description of Event:

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.....
.....
.....
.....

Please tick which activities apply to your event and will take place on the open space

- | | |
|--|--|
| <input type="checkbox"/> BBQ | <input type="checkbox"/> Bouncy Castles (*If yes, please indicate name of hirer below) |
| <input type="checkbox"/> Car Boot Sales | <input type="checkbox"/> Car Show |
| <input type="checkbox"/> DJ's + Music | <input type="checkbox"/> Live Music |
| <input type="checkbox"/> Funfair or fair rides | <input type="checkbox"/> Food Stands/Sales |
| <input type="checkbox"/> Marquees | <input type="checkbox"/> Market Stalls |
| <input type="checkbox"/> Picnics | <input type="checkbox"/> Organised Sports |
| <input type="checkbox"/> Other* | |

*If other, please supply details.....

Do you need access to the site before and/or after the operating dates? Yes No

If yes, please provide the following information:

Dates required for access to site BEFORE the operating date:

From.....to.....

Dates required for access to site AFTER the operating date:

From.....to.....

Please tick any of the following which apply to your event:

- Do you plan to charge an entrance fee?
- Do you plan to have alcohol available for sale?
- Will food be available for sale?
- Will a charitable collection take place?
- Will an amplified music or Public address system be used? If Yes, please provide details of the following:

(a) The type of entertainment e.g. live concert, recorded music, roadshow, disco, etc.

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(b) Operating time of the music e.g. start time & ending time each day

.....

(d) How the music volume will be checked at the facades of noise sensitive premises e.g. Nominated person will patrol perimeter of the site every hour

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(f) Please provide a name and telephone number of a contact available at the event who will respond to members of the public or Council representatives

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I apply as an authorised representative to hold, on the Council's land, the Event described in my application. If my application is accepted, I agree to pay any fees charged by the Council if applicable, to observe the Conditions of Hire and any other requirements which are notified to me by the Council prior to the commencement of the event. In addition, I agree to inform the Council of any changes to the application form.

Signed Position:

Date.....

Data Protection Act 1998 Declaration: The data on this form is collected and held in a database on a computer and paper records for administration purposes.

Check List and Additional Information

- Please remember to enclose a copy of your **Public Liability Insurance** cover for a minimum of £5 million
- If your event is agreed you will be given a **Conditions of Hire** document to agree and sign
- If your event is agreed you will be asked to complete and sign a **Risk Assessment Form**
- Have you considered the need for **First Aid** provision for your event?
- Please ensure that you do not make arrangements for your event that you cannot undo before getting authorisation for it from Kingston Parish Council
- Event organisers will be asked to provide adequate **stewarding and or traffic management**
- **Litter Collection & Disposal at Your Event.** Under the terms of the Environmental Protection Act 1990 and the Clean Neighbourhood & Environment Act 2005 it is the responsibility of event organisers to collect and dispose of all event litter and refuse in an appropriate manner.
- You may need to apply for a **Temporary Events Notice** from Lewes District Council.