TOLLESHUNT KNIGHTS PARISH COUNCIL

Application to hire the playing field for an event

Please fill in this form with as much detail as possible, in order that the Parish Council can make an informed decision as to the suitability of the planned activities and the insurance cover required. This will avoid possible misunderstandings and delays in dealing with your application. Please note that if you also require use of the Village Hall you will need to apply to the Village Hall Management Committee to do so.

The playing field is also open to the general public and organisers of events must respect this at all times.

Please note that the Parish Council does not allow any unmanned flying vehicles or drones on the field, and from May 15th 2023 no inflatables (including bouncy castles) will be allowed for future bookings.

The Parish Council will make a charge for the hire and you will be advised of the amount once you have submitted this form.

Name and organisation (if relevant)

Contact details – telephone number, e mail address

Proposed date, time and duration of hire

Area of field required for this activity

Detailed description of proposed activities, including catering, parking requirements, hired in apparatus and equipment, stalls and sideshows, number of people expected to attend the event, first aid cover, dog shows, any roping off of activities to ensure the safety of members of the public etc

Please submit the completed form to the parish clerk, at clerk@tkpc.org.uk

The Parish Council will consider your application and if successful you will be asked to sign a detailed Hire Agreement and will also be required to submit a Risk Assessment for the event and copies of your insurance cover and insurances from any outside contractors. A plan of the layout of your event will also be required.

As a local authority the Parish Council is required by its own insurers to have all these details and cannot proceed in dealing with the application if these are not forthcoming. The Council wants everyone attending these events to enjoy themselves and to do so safely.

If you have any queries about filling in this form please contact the parish clerk as above.

Signed (on behalf of hirer)

Date

TKPC Aug 2021