



Event on Council Land – Booking Form

Organiser Details: <i>(from Expression of Interest form)</i>					
Organiser & Organisation Name:					
Contact Address:					
Phone Number:					
Email:					
Is the organiser a charity/not-for-profit organisation?		YES	NO		
Brief description of event (continue on separate page if required):					
Where is the event to be held?					
Date(s) of event:					
Time on site:		Arrive:	Depart:		
How many people is the event for?					
Is the event:	<i>Public (open)</i>	YES	NO	<i>Private (limited or paid entry)</i>	YES NO
Will the event include:					
Fireworks/Pyrotechnics	<input type="checkbox"/>	Horses/Donkeys/Other Animals	<input type="checkbox"/>		
Carnival/Procession	<input type="checkbox"/>	Motorcycles	<input type="checkbox"/>		
Fairground Equipment	<input type="checkbox"/>	Other Motor Vehicles	<input type="checkbox"/>		
Bonfire/Barbeque	<input type="checkbox"/>	Coconut Shy	<input type="checkbox"/>		
Parachutists	<input type="checkbox"/>	Inflatables (e.g. bouncy castle)	<input type="checkbox"/>		
Balloon Launch	<input type="checkbox"/>	Portable Staging	<input type="checkbox"/>		
Hot Air Balloons	<input type="checkbox"/>	P.A System	<input type="checkbox"/>		
Stewarding/Security	<input type="checkbox"/>	Marquees	<input type="checkbox"/>		
On-Site Communications	<input type="checkbox"/>	Portable Generator	<input type="checkbox"/>		
Water (limited supply at some sites)	<input type="checkbox"/>	Power Supply	<input type="checkbox"/>		
Live Music	<input type="checkbox"/>	Toilets	<input type="checkbox"/>		
Live Entertainment	<input type="checkbox"/>	Alcohol	<input type="checkbox"/>		
Lost Children Point	<input type="checkbox"/>	Food/Drink Concessions	<input type="checkbox"/>		
Barriers/Fencing	<input type="checkbox"/>	Market Stalls	<input type="checkbox"/>		
Re-Enactment Groups	<input type="checkbox"/>	Living History or Other	<input type="checkbox"/>		

Other (please specify):

Additional Event Details:

Will the event require use of the land overnight?

YES

NO

Will you be providing toilet facilities onsite?

YES

NO

Provider:

Number:

Will you require access to any Council buildings?

YES

NO

How do you intend to:

Collect rubbish during the event?

Return the area to its previous state of cleanliness after the event?

Number of staff/performers

Expected number of attendees/public

Where will staff/performers park?

Where will attendees/public park?

Will vehicles be left on site overnight?

YES

NO

Health & Safety Details

Have you informed the following of your event?

<i>Police</i>	YES	NO
<i>Ambulance</i>	YES	NO
<i>Fire</i>	YES	NO
What plans have you made for medical emergencies?		

Have you enclosed a copy of your public liability insurance for £10 million?	YES	NO
Have you enclosed a risk assessment for the event?	YES	NO
Have you included a site plan?	YES	NO
Have you read the advice on licenses?	YES	NO

[Read Advice¹](#)

Please provide evidence that you have the required permissions for:

PRS Music License	Attached	N/A	Temporary Event Notice	Attached	N/A
PPL Music License	Attached	N/A	Street Collections	Attached	N/A
Live Entertainment	Attached	N/A	Alcohol	Attached	N/A

Payment is required with this form.

Have you attached payment? Yes / No

The Town Council's standard terms and conditions are overleaf. Please sign below to accept these conditions:

Name:

Date:

¹ <https://www.gov.uk/guidance/alcohol-licensing#overview>

Standard Terms and Conditions of Hire

A booking is not confirmed until all monies due are paid and written approval is provided by Didcot Town Council. The Hirer is responsible for applying in sufficient time to allow the Town Council's application process to be completed and deadlines for submission of paperwork to be met. The application process is laid out at the end of this document.

Applications for events from the same hirer and which are substantially similar to one which has been given permission from the Environment Committee within the last 12 months may be granted permission on the basis of consultation between the Chair of the Environment Committee and the Outdoor Services Manager. The Outdoor Services Manager is to record any lessons learnt from events, and consider these when being asked to consider an application. Where either the Chairman of the Environment Committee or Outdoor Services Manager has concerns about an event, it will be referred to the Environment Committee for consideration in line with the process outlined at the end of this document.

The total fee is required with the booking form and at least 28 days before the event. Hirers should note that payments are refundable if the hirer makes a written cancellation of the booking, subject to the following deductions:

- A £25 admin charge for processing the application
- A £100 late cancellation fee if cancellation is made within 14 days of the event

The Town Council publishes its fees annually, but if the event requires additional staff time or materials an extra charge to reflect these may be levied.

The Hirer will

- Observe any conditions or restrictions which the Council may impose as to the use of any venue, or proceedings/activities within any venue. The Council reserves the right to refuse or cancel any such reservation in the event of such restriction, condition or specification not being complied with.
- Only use the site for the purpose for which permission has been granted by the Council.
- Allow Council Officers access to the event, and to comply with their instructions.
- Ensure that all licenses and statutory requirements are in place and are able to be produced for inspection when requested.
- Submit the following at least 28 days before the event:
 - a. Risk Assessment
 - b. Site plan
 - c. Event management plan or any further information, if requested
 - d. Any necessary insurance documentation

Failure to submit these documents on time and to the required standard will result in the application for hire to be rejected.

Hirers whose booking are rejected by the Outdoor Services Manager on these grounds or other operational concerns that have not been resolved 14 days prior to the event will be subject to a refund of their payment, subject to:

- A £25 admin charge for processing the application
- A £100 fee to cover lost income from the booking not proceeding

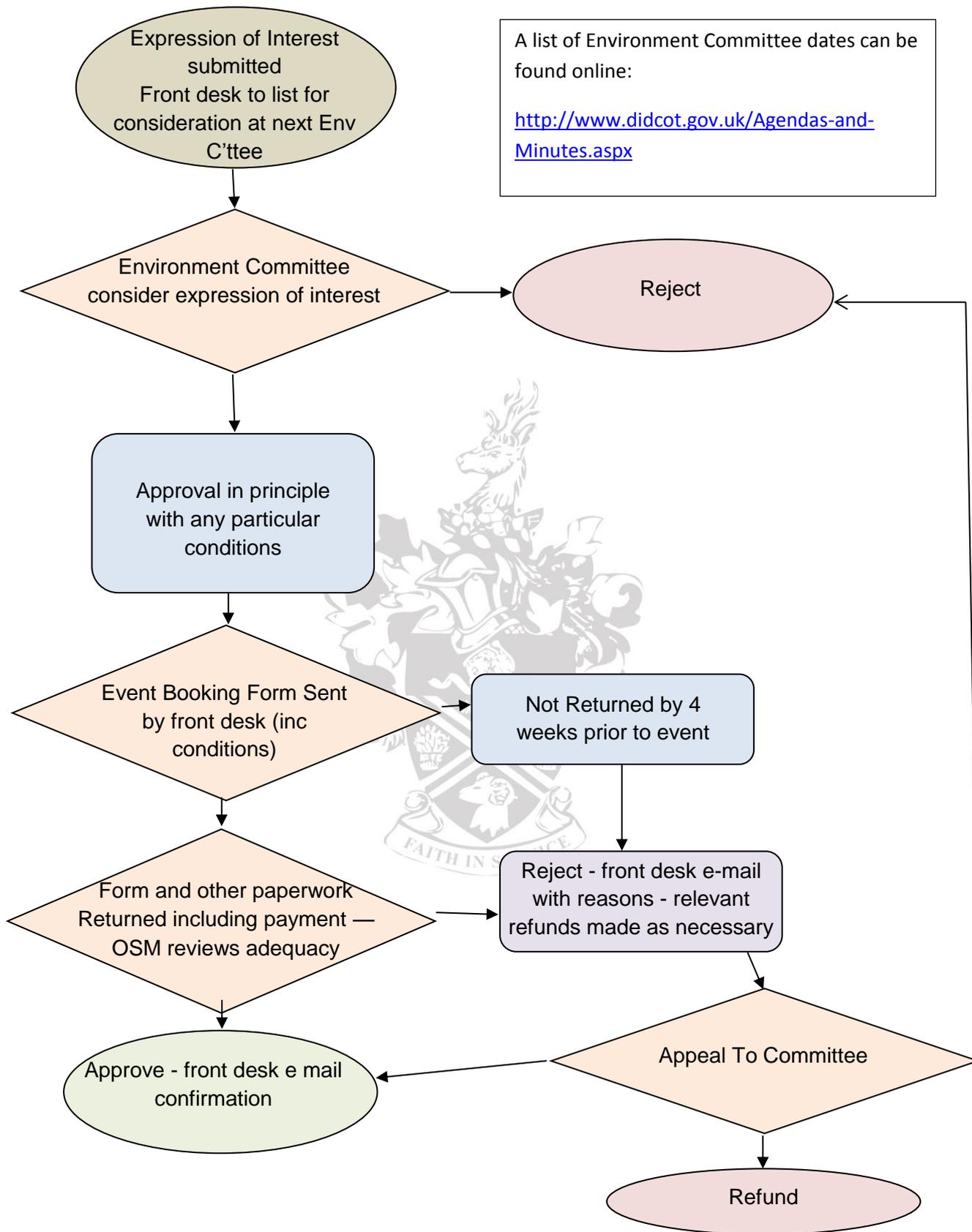
Hirers who have been rejected may appeal to the following meeting of the Environment Committee, who will decide whether or not the rejection was fair and, if there is time available, whether the event may go ahead. Rejections deemed to be unfair will have their application fees refunded in full, and the Hirer will agree to accept it in full settlement of all claims, costs, losses and damages that the Hirer might otherwise have against the Council arising from the rejection.

- Not display any advertisement relating to the proposed use of the event without the prior permission of the Outdoor Services Manager.
- Ensure that time spent clearing the site is included in the booking period.
- Remove all litter and waste materials before leaving the land, including the removal of all advertising. Advertising remaining after seven days will be liable for a removal fee.
 - The hirer may need to arrange commercial waste management. For certain events a deposit may be requested to cover potential damage. Refunds will depend on the condition of the Council property at the end of the event.
- Take all reasonably practicable steps to avoid damage to carriageways, footways, verges, grassed areas, trees, shrubs, flowers, fences, fixtures and equipment and will make good all damage or loss caused to the Council's land or property, to the Council's satisfaction. The hirer will write to the Council with details of any pre-existing damage. Not doing so will indicate the hirer accepts that the land is in good condition.

Any reinstatement costs incurred by the Council will be forwarded to the event organiser for payment.

- Not permit any activity that may give rise to a public or private nuisance, to the occupiers of property in the vicinity of the land.
- Indemnify the Council from all claims, actions, demands and costs arising in any manner whatsoever from, or out of the use of land described in the attached letter by the organiser and all other persons entering into the said land during the period concerned. The organiser is required to obtain public liability insurance cover against such claims. (Minimum – ten million pounds).
- Provide competent stewards and first aid suitable to the event

Council Land Booking Process Tree



A list of Environment Committee dates can be found online:
<http://www.didcot.gov.uk/Agendas-and-Minutes.aspx>