

**ENDERBY PARISH COUNCIL**

**MILL LANE RECREATIONAL GROUND (KING GEORGE V PLAYING FIELD)**

**APPLICATION FORM**

Name of requesting individual, organisation or group:
Registered charity number (if applicable):
Contact address:
Contact email address:
Contact telephone number(s): Mobile:
Organiser in charge of event and contact telephone number for public enquiries:
Requested date(s) of event:
Is this a charity, community, commercial or private event?
Description and purpose of event (please include as much detail as possible): (Please use additional A4 sheet if required)
Target audience:
Approximated numbers attending this event:
Setting up time:
Event opening time:

Event closing time:

Clearing down time:

Will any of the following be on site (please tick):

- Licensed Bar
- Food Stalls
- Bouncy Castle
- Fairground Equipment (rides, roundabouts etc)
- Special Carnival or Novelty Acts
- Trade/Exhibition Stalls or Stands
- Activities involving Children
- Other Items   
(Please specify): -

Please detail your arrangements for the clearing and removal of litter (we advocate that you recycle your waste wherever possible):

Please provide details of your TEN (Temporary Events Notice) if applicable:

Please provide details of any sound or public address system you are intending to use:

- Public liability insurance policy number (minimum £5 million indemnity required).
- A copy of the public liability insurance policy, risk assessment and child protection policy (if applicable) will need to be presented to the council and deemed satisfactory by a council officer, before approval of your event is granted.

Name/address of policy holder:

Please state whether or not you would like details of your event posted on our public website: Yes

No

## Document Checklist

I confirm the following documents will be presented to the Council:

- Public Liability Insurance Policy
- Risk Assessment
- Child Protection Policy
- Details of music to be used

I confirm that the above details are correct at the time of filling out this form and if any changes are made with regards to the event itself, I will inform the Council immediately and submit any amendments for approval.

Name of Hirer:

Signed:

Date:

***By signing this form, you consent to Enderby Parish Council holding your personal data for the purpose of following up your enquiry and authorise the Council to contact you in order to process your booking. Please refer to the Council's Privacy Notice for further information:***

**<http://www.enderbyparish.org.uk/uploads/general-privacy-notice---adopted-14th-march-2018.pdf>**

## ENDERBY PARISH COUNCIL

### MILL LANE RECREATIONAL GROUND (KING GEORGE V PLAYING FIELD)

### HIRE AGREEMENT

The Hirer agrees to observe and perform the provisions and stipulations contained in the 'Conditions of Hire' attached to, and forming part of, this document

Name of Hirer:

Event:

Hire Period:

Hire Fee:

Signature of Hirer:

Date:

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In consideration of the Hirer paying the Hire Fee and lodging the required Bond, the Council agrees to permit the Hirer to use Mill Lane Recreation Ground, Mill Lane, Enderby, for the purpose of the event described during the Hire Period.

Signed on behalf of  
Enderby Parish Council:

Date:

**Please return pages 1 – 4 to: -**

Ms S Hansford, Clerk to the Council,  
Enderby Parish Council, Civic Centre,  
King Street, Enderby,  
Leicestershire, LE19 4NT

Tel. 0116 2753711      [clerk@enderbyparish.org](mailto:clerk@enderbyparish.org)

# MILL LANE RECREATIONAL GROUND (KING GEORGE V PLAYING FIELD)

## FEES & CONDITIONS OF HIRE

### Type of Event Fee

#### Details

Friends group events:	If associated with raising income for Mill Lane Recreational Ground	Free-let
Community or Charity events:	Up to 200 people Up to 500 people	£25 £45
Commercial, promotional or private events:	Full day Half day	£40 £25
Bond:	If no vehicles to be taken onto the grounds Use of Vehicles/Heavy Plant (e.g. generators)	£100 £500

(The Bond, in the form of a signed cheque, will be held by the Council until after the event. This will be returned once it is ascertained that the Park is in the same condition as before the hire).

#### **Applicants are reminded:**

The organiser must obtain the council's permission before committing him/herself to organising this event.

No section of the Park may be fenced off and no restrictions to entry may be made and no charges levied on persons entering the Park, without obtaining special permission from the Council.

1. No heavy vehicles or equipment may be moved on or off the Park between the hours of midnight and 6am, to minimise disturbance to neighbouring residences, except in exceptional weather conditions.
2. All litter must be removed from site within one hour of the close of the event.
3. No vehicles may be taken onto the ground without permission of the Council.
4. Any damage done to the surface of the site must be reported to Enderby Parish Council at the earliest opportunity and the damage made good as quickly as possible to the Council's satisfaction.
5. **Byelaws** – The event organizer(s) shall observe & comply with Council Byelaws.
6. **Stage/PA Equipment** – Any stage or PA equipment must be positioned on the ground as directed by an appropriate Council Officer.
7. **Noise control** – Noise levels generated by the event and specifically by the use of PA equipment must be kept to a minimum throughout the duration of the event, so as not to unduly disturb other users of the ground or occupants of surrounding commercial or residential properties. Advice on appropriate noise levels should be sought from Blaby District Council's Licensing Department (0116) 2750555.

8. **Temporary Events Notices/Public Entertainment License** – All stipulations of a Temporary Events Notice (TEN) must be observed and adhered to, as advised by Blaby District Council's Licensing Department. Hirers are responsible for obtaining a Public Entertainment License.
9. Any catering units or food stalls must comply with appropriate food hygiene regulations as advised by Blaby District Council's Environmental Health Department.
10. Trade Stalls – all stipulations of a Street Trading License must be observed and adhered to as advised by Blaby District Council's Street Trading Department. Trade stalls will require a Temporary Street License if they are within 7m of a Public Highway.
11. The organiser will submit details of the music which is to be used at the event and the period of time for which it will be used. Once the event has received the Council's permission, those details will be sent by the Council to PRS for Music.
12. **Event cancellation:**
  - Events may be cancelled by either party given due notice if the condition of Mill Lane Recreation Ground deteriorates due to inclement weather. In this case the hire fee and Bond will both be returned.
  - If an event is cancelled within 5 working days prior to the event, the Bond will be returned to the hirer but the hire fee will be forfeited.
13. The application form (pages 1 – 3) and the Hire Agreement (page 6) must be completed and sent to the Council. When permission is given, the Council representative will sign the Hire Agreement, which will then be returned to the Hirer at the address given on the application form. The booking will be confirmed when the signed Lease Agreement, the hire fee and the Bond are in the hands of the Council.

S. Hansford (Ms)  
Clerk to the Council  
August 2016