

HENSTRIDGE PARISH COUNCIL RECREATION GROUND BOOKING FORM

Name of organisation/charity/club/individual requesting the use of the Recreation Ground for an Organised or Commercial Event:

Name of the event:

Name & role of contact person for the requested booking:

Email and Phone numbers for contact person:

Date of the event and brief outline description of activities to take place during the event:

List the names and contact details of the event organising team, at least two of which shall be present for the entire event:

Is a public entertainment or liquor licence being sought? This will require agreement at a formal Parish Council meeting:

Do you require the Parish Council to consider an individual exception for your event from the normal Limitations as to Use – see RECREATION GROUND RULES AND GUIDELINES. This will require agreement at a formal Parish Council meeting.

Do you have a suitable Liability Insurance, or can you confirm that it will be in place before the commencement of the event?

Have you undertaken a comprehensive Risk Assessment for the event? If not, when do you expect to have done so?

Privacy Notice: The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared or provided to any other third party.

Have you read the RECREATION GROUND RULES AND GUIDELINES issued by Henstridge Parish Council and do you undertake to comply with this document?

Signature of event contact person

Date

N.B. This form is to be sent to the Clerk **at least eight weeks** before the commencement of the event.

Decision of Parish Council

Signature of Clerk

Date

Form issued and approved by Henstridge Parish Council on 1st July 2019

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