

## Parks and Open Spaces Booking Form – for Small Events (less than 75) or Business/Charity promotion

SECTION 1 – HIRER INFORMATION				
<b>Company/Organisation Name</b>				
<b>Contact Name</b>				
<b>Address</b>				
<b>Tel &amp; Mobile No</b>				
<b>Email</b>				
SECTION 2 – LOCATION / DATE REQUIRED / EVENT INFORMATION				
<b>Hire Date(s)</b> Please include set up and take down				
<b>Hire Time(s)</b> Please include set up and take down				
<b>Location Required</b>	Hudson Field		Victoria Park	
	Bourne Hill Gardens		Churchill Gardens	
	Queen Elizabeth Gardens		Wyndham Park Open Space	
	Pinewood Way Open Space		The Greencroft	
	Harnham Recreation Ground		Other – please state:	
<b>Event/Hire Description/Reason for hire</b> Please be as detailed as possible				
<b>Type of organisation</b>	Charity		Community Group	
	Business		Other – please state	
SECTION 3 – EVENT ACTIVITIES INFORMATION				
<b>Will you be charging an entrance fee, and if so how much</b>				
<b>How many participants/attendees are you expecting</b>				
<b>How many non-participants/attendees will you have</b>	Staff		Volunteers	
<b>Licensable Activities and Entertainment</b> <b>Are you undertaking any of the following during the event</b> Please tick all that are applicable <b>NB</b> There may be further licences you are	Selling of Alcohol		Live Music	
	Serving hot food and drinks between 11pm and 5am		Playing of pre-recorded music	
	Theatrical performances		The making of music / Live	

responsible for i.e. Premises Licence / TENS (Temporary Event Notice) / PRS / PPL. We will advise what you will need as part of your booking confirmation		Music	
	Showing of any film(s)	Dance	
	Boxing or wrestling	Providing Dance Facilities	
<b>Non-Licensable Activities and Entertainment</b> <b>Are you undertaking any of the following during the event</b> Please tick all that are applicable + If you have any food vendors you will need to confirm that these vendors have a good hygiene rating (the min. is 3 star) and you will be responsible for obtaining their certificates including food handling qualifications	Commercial Activity	Food and Drink Vendors+	
	Pyrotechnics	Inflatables	
	Balloon Launch	Portable Staging	
	Motorised Vehicle Display	Generators	
	Animals present	Other (please specify below)	
<b>Will you be bringing any traders as part of your event</b> <b>NB</b> You will be responsible for obtaining their risk assessment and public liability, which must be available for SCC to see at any point	YES/NO Please delete		
<b>If you answered yes, will you be charging them to attend</b>	YES/NO Please delete		
<b>SECTION 6 – LOOKING AFTER THE LAND</b>			
How do you intend to protect the ground from damage?			
What will the essential vehicles be? (if any)			
How do you intend to reinstate the ground if any damage is caused			
<b>NB</b> The site must be returned to a standard of condition for public use of the space. Failure to do so will result in charges being raised to cover the cost to rectify plus an admin fee			
<b>SECTION 7 – PUBLIC LIABILITY / RISK ASSESSMENT</b>			
<b>Does your company/organisation have Public Liability</b> <b>NB</b> We will require a copy of this with your application	YES/NO Please delete		
<b>Please confirm the amount of cover you have</b> <b>NB</b> Salisbury City Council require a minimum of £5million			
<b>Do you have a Risk Assessment for the event</b> <b>NB</b> We will require a draft copy of this with your application and a final one prior to your event	YES/NO Please delete		
<b>SECTION 8 – BILLING INFORMATION</b>			
Company/Organisation Name for the invoice			
Invoice Address			
Accounts Contact name			
Accounts Contact telephone number			

<b>Accounts Email address</b>	
<b>SECTION 9 – DECLARATION AND DATA PROTECTION</b>	
<b>Data Protection</b>	Salisbury City Council will not sell or rent your personally identifiable information to anyone, or use the data for any other purpose incompatible with the purpose for which it was originally collected. We will only hold your information until the hire period has ended and full payment has been received whichever is the longest date.
<b>Declaration</b>	<p>I confirm that all of the above information is accurate and correct</p> <p>I consent to the data being held as stated above</p> <p>I confirm that I have completed the form to the best of my knowledge and we agree and understand the “Hire Terms and Conditions” stated at the bottom of this form.</p>
<b>Person completing the form</b>	<p>Full Name <span style="float: right;">Date</span></p> <p>Position</p> <p>Signature</p>

<b>Use of Open Spaces</b>	<b>Price</b>
Fair	£250 per day
Circus	£550 per day
Commercial	£550 per day
Community Profit Making Event	£100 per day
Charity booking/small hire	Prices will be advised upon approval of application.

#### **Internal use only**

Police/Wilts ESAG Notified (if applicable)		Facilities Manager Notified (if applicable)	
Street Scene Manager Notified (if applicable)		Parks & Grounds team Notified (if applicable)	
PPL/PRS seen		Extra toilet opening requested (if applicable)	
RTO/TPCA seen		Premises Licence/TENS seen	

## **HIRE TERMS AND CONDITIONS:**

### **APPLICATIONS**

Salisbury City Council will notify you to confirm that your application had been received.

**Please note that submission of an application does not guarantee the hire of the space.** The Council will review all applications to ensure suitability.

### **PAYMENT**

Please do not send payment with your completed application. Payment will be required once your successful application has been confirmed. An invoice will be sent to you to request payment. Payment must be made within 6 weeks of hire date or by return if the hire date is sooner.

**Failure to pay beforehand will result in the hire agreement being cancelled.**

### **CANCELLATION**

Failure to settle the outstanding balance may result in the cancellation of your booking.

If you cancel your booking, we cancel your booking due to your failure to pay the invoice on time or for any other reason you will be liable for a cancellation charge.

### **LOSS OR DAMAGE**

The hirer is responsible for the hired site at all times during the hire period. It is the Hirers responsibility to check the area on arrival and bring any concerns to the attention of Salisbury City Council before the hire commences.

Any damage must be reported to the Council immediately.

If an area is damaged Salisbury City Council will assess and seek professional advice (if required). They will pass on all costs to repair/clean to the hirer.

### **LIABILITY/INDEMNITY**

No liability is accepted for delays or non-performance of the Contract due to force majeure, act of God, the requirement of any statutory authority, fire, accident, industrial dispute, your failure to obtain any necessary permissions or licences or anything deemed to be beyond the Councils reasonable control.

The Council shall not be liable for any loss, damage or injury arising out of the use of or failure of the equipment or any defect in them save for the liability in respect of death or personal injury, which arises from our direct negligence.

The hirer will indemnify Salisbury City Council at all times fully against any liabilities, demands, actions, claims or proceedings arising from or in connection with the hire.

### **HEALTH AND SAFETY**

Salisbury City Council regard Health and Safety with the utmost importance. The Council will do everything reasonably practical to prevent injury to individuals and to protect employees and property in general. Hirers of our areas must take responsibility for health and safety and abide by the appropriate regulations and codes of practice.

### **WEATHER**

If the MET office forecast sustained winds of 40mph or above, heavy snow and/or ice or other extreme weather the day before the scheduled event/hire of equipment then the event should be cancelled. You should notify the council and seek agreement of the closure. If agreed the balance of hire/equipment will be brought forward to the next event or a full refund given.

It is the decision of the hirer whether it is safe for the event to proceed on the day. In cases of high winds, or adverse weather, and if, you have loaned or hired any equipment and the hirer cancels the event early the equipment must remain attended until such time as we arrive to dismantle.

If weather conditions are variable it is the Hirer's responsibility to make an assessment of conditions throughout the hire period and take any necessary precautions (i.e with a gazebo such as adding / re-securing weights, removing sides, lowering completely or calling the council to arrange early collection – subject to resource availability).

#### **GENERAL**

If the Hirer also has hired gazebos they shall not use any electrical, gas or powered equipment of any kind inside of or in close proximity to the structures without prior written permission of the Council or by prior arrangement.

The hirer shall not tamper or modify with any of the equipment hired or provided and agree not to affix, suspend or place upon the structures/equipment any item whatsoever (including additional side sheets) without prior written permission of the Council or by prior arrangement.

#### **SUBLETTING**

Salisbury City Council agree only for the site to be used by the hirer only for the purpose only stated on the original application form. Hirers are not permitted to sublet any of the hired space that is not declared in the booking.

#### **DISCLAIMER**

Salisbury City Council, its officers, staff, and representatives shall not be liable for any loss, theft, damage or injury to persons who use the equipment. The hirer will assume full responsibility for any third party claim arising from his/her own event or conduct.

A hirer shall provide adequate insurance to the Council's satisfaction to cover such indemnity and must produce to the Council's officers on demand evidence of third party public liability insurance to a minimum of £5,000,000 or sign to say they accept the disclaimer and that it is understood that the hirer is fully aware they are liable for any claim that may arise.

#### **DATA PROTECTION**

The data we will gather and hold will be managed in accordance with the Data Protection Act 2018 and General Data Protection Regulation (GDPR) 2018. Salisbury City Council will not disclose or share personal information supplied by you with any third party organisation without your consent.