

Fun In the Park 2023

Activity and Workshop

Application Form



Event Details:

The FREE event will take place in Victoria Park from 11am until 3pm and will give families with children aged around 5 - 11 the opportunity to have fun outdoors and enjoy a range of **gardening themed** workshops. Fun in the Park is a great free event for children with activities that will help them learn about nature and the climate .

Venue	Victoria Park, Salisbury, SP1 3NE
Event Date	Wednesday 31st May 2023
Event Time	11am — 3pm
Electricity	Will be provided on request
Equipment supplied	We provide you with 1x gazebo, 1 table and chairs (extra equipment by request)

Company Details

Company Name			
Contact Name			
Address			
		Postcode	
Telephone Number		Mobile Number	
Email Address			
Website			

Description of Activity or Workshop

Please provide a full description of the activity/performance, including duration of performance if applicable

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Proposed Total Fee

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Requirements

Please state what size area you require for your activity			
Do you require a gazebo? (we will provide 1)	YES/NO		
Do you require power?	YES/NO		
If you wish to have power, please state what equipment you wish to power			
What Supply do you require	16A		32A
Does the equipment have a current PAT test?	YES/NO		

Required Documents

We require the following documents along with your application (please tick once you have enclosed)

Photos of activity or workshop

Copy of Public Liability Insurance certificate: *Please ensure this includes: Name of your insurer, Policy Number Limit of indemnity and Policy Expiry date*

DBS (Disclosure & Barring Service) Check (If applicable)

Risk Assessment (There is a template at the end of the form if needed)

Data Protection

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 for as long as necessary for the purposes of contacting you with regards to the event and/or notifying you of any further Events/Markets we may organise.

I consent to my personal data being held for the purposes listed above (please delete)

YES/NO

I would like to be kept up to date on any future opportunities to perform (please delete)
(you can opt out of this at any time by emailing events@salisburycitycouncil.gov.uk)

YES/NO

Compliance Statement

By submitting and signing this application, it is believed that the Artist has read and understood all of the terms and conditions set out below and hereby agrees to be bound by them

Signature

Date

Next of Kin - This is an optional section

These details are taken for use in emergencies, should you be involved in an accident, incident or taken ill whilst attending our Market/Event we will contact your next of kin.

Name

Relationship to you

Mobile Number

FORMS MUST BE RETURNED TO:

Business Team
Salisbury City Council,
The Guildhall,
Salisbury,
SP1 1JH

Or email

events@salisburycitycouncil.gov.uk

- **Salisbury City Council will notify you to confirm that your application has been received.**
- **Submission of an application does not guarantee a booking**
- **The Council will review all applications to ensure suitability**



Terms and Conditions

APPLICATIONS

Salisbury City Council will notify you to confirm that your application has been received. Please note that submission of an application does not guarantee a booking by the Business Team. The Council will review all applications to ensure suitability.

The Council will confirm if your application has been successful. If you haven't heard back from the Council, unfortunately on this occasion you will have been unsuccessful.

Due to the volume of interest in our Events and Markets, we regret we are unable to provide feedback on Individual applications.

RATIFICATION

This application must be signed by the applicant when returning it to the Organiser and with which the applicant has read all the foregoing terms and conditions and hereby agree to be bound by them.

PAYMENT

Any payment due will be made by BAC's transfer **on completion** of the activity and upon receipt of an invoice from provider. The invoice must be addressed to Salisbury City Council, include your details along with relevant bank details for BAC's transfer and state the Market/Event you attended. If emailing the invoice, please send the invoice as an attachment.

ELECTRICITY

Power can be provided at these events. Please state in your application what power you require. If you have your own PA equipment, this must have a current PAT test.

SECURITY

No security is available. Activity providers are responsible for the insurance and safekeeping of all equipment or articles brought onto the site and no responsibility is accepted by The Organisers.

INDEMNITY AND INSURANCE

The Organisers, its officers, staff, and representatives shall not be liable for any loss, theft, damage or injury to persons or property on the site. The applicant will assume full responsibility for any third party claim arising from his/her own exhibit or conduct. The applicant hereby agrees to indemnify the Organiser against any loss claim or damage to the property of the applicant and for the death of or injury to the applicant except where such claim shall arise out of the negligence of the Organiser.

POSTPONEMENT OR ABANDONMENT

In the event of postponement or abandonment for any reason whatsoever, or in the event of failure or curtailment of any supplies, services or facilities afforded to the activity providers due to strikes, lock-outs, bad weather, acts of God, third party or other circumstances, at any time, The Organisers shall in no way be held responsible for any expenditure, loss, damage or liability sustained or incurred by the stall holders prior to, during or after the event.

HEALTH AND SAFETY

Salisbury City Council regard with the utmost importance the Health and Safety of employees, our customers and the public who attend the Event. The Council will do everything reasonably practical to prevent injury to individuals and to protect employees and property in general.

Activity providers must take responsibility for health and safety and abide by the appropriate regulations and codes of practice. This includes the management and removal of their own waste from the area allocated. There will be bins on site to place any waste in.

CONDUCT OF TRADERS

An activity provider must conduct themselves in a manner befitting an Event managed by the Council and in accordance with these terms and conditions.

Any use of offensive language or any act which may cause offence to other traders, member of the public or the Council employees or representative of The Council is strictly forbidden. Such behaviour will result in you being asked to leave the Event and also jeopardise your attendance at any future events or markets that SCC run.

INSURANCE

A trader 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 £5million.

COMPLIANCE

All applicant shall observe and comply with, in addition to these terms and conditions, all relevant laws and other directions, codes of practice or guidelines imposed by The Organisers and/or any law or other competent authority applicable to the event.

DISCLAIMER

The Organisers, its officers, employees, agents and representatives shall have no liability whatsoever in respect of all and any action, claim, demand, proceedings, costs, expenses, fines, penalties loss or damage whatsoever arising out of or connected with the participation by any person firm or company in whatever capacity in the event including but not limited to arising or resulting from or connected with the loss injury or damage sustained by or to any third party, any refusal by insurers to meet in full or in part or at all any claim or the seizure or taking of possession of any equipment. This shall not operate or be construed to operate to exclude or restrict the legal liability of The Organisers for death or personal injury caused by its negligence. Each entrant for itself and all those for whom it is directly or indirectly responsible shall indemnify and hold The Organisers harmless from and against all costs and expenses of whatever nature, actions, proceedings, claims, demands and damages made against The Organisers, its offices and/or representatives arising from any breach of its obligations to The Organisers or from any acts or omissions on the part of the entrant and/or those for whom it is so responsible.

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.