

Open Spaces and Charity Booking Form

Please note timelines:

A **large public event** application must be submitted at the **latest 16 weeks before** the event date i.e. if a premises licence or main road closure may be required.

A **smaller event** the deadline is **8 weeks before** the event date i.e. if no premises licence application is required.

These timelines are in place so relevant agencies can conduct their checks. If your application sits outside of these then please contact the team to discuss.

SECTION 1 – HIRER INFORMATION			
Company/Organisation Name			
Contact Name			
Address			
Tel & Mobile No			
Email			
Charity Number (if applicable)			
SECTION 2 – LOCATION / DATE REQUIRED / EVENT INFORMATION			
Hire Date(s) Please include set up and take down			
Hire Time(s) Please include set up and take down			
Location Required	Charter Market Charity Stall		Charity Stall (non-Charter Market days)
	Market Place		Guildhall Square
	Poultry Cross		Hudson Field
	Victoria Park		Churchill Gardens
	Queen Elizabeth Gardens		Wyndham Park Open Space
	Pinewood Way Open Space		The Greencroft
	Harnham Recreation Ground		Other – please state:
Event Description / Reason for hire / Description of Charity Stall Please be as detailed as possible			
How many people are you expecting to attend your event			
(Market Place and Guildhall Square only) Will you be requesting with Wiltshire Council the closure of any of the following? (Please tick where applicable)	SALS60		SALS67
	SALS65		SALS66
	SALS66		Queen Street
	Disabled Bays		
Type of organisation	Charity		Community Group
	Business		Other – please state

SECTION 3 – EVENT ACTIVITIES INFORMATION (Charter Market Charity pitches do not need to complete this section)

Will you be charging an entrance fee, and if so how much			
How many participants/attendees are you expecting			
How many non-participants/attendees will you have	Staff		Volunteers
Licensable Activities and Entertainment Are you undertaking any of the following during the event Please tick all that are applicable NB There may be further licences you are 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	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 Music
	Showing of any film(s)		Dance
	Boxing or wrestling		Providing Dance Facilities
Non-Licensable Activities and Entertainment Are you undertaking any of the following during the event 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)
Will you be bringing any traders as part of your event NB 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		
If you answered yes, will you be charging them to attend	YES/NO Please delete		
NB As the hirer of the area(s) SCC will hold you accountable for all the contractors/traders/performers/stall holders etc. that attend as part of your event. This means you are responsible to obtain all of their risk assessment/public liability/indemnity/food hygiene qualification and ratings. They must be available for SCC to see when requested at any time			

SECTION 4 – EVENT SECURITY & FIRST AID (Charter Market Charity pitches do not need to complete this section)

Will you have security for your event	YES/NO Please delete (If yes please complete the rest of the section if no , please proceed to Section 5)
What licensed security firm will you be using	
How many SIA personal will you have on duty at any one time	
How many stewards will you have on duty at any one time	
Please provide details of your First Aid arrangements	

SECTION 5 – TOILET PROVISION & WASTE MANAGEMENT (Charter Market Charity pitches do not need to complete this section)

How many toilets will be provided for the public	
How will you ensure the site is kept clear of rubbish throughout the day? NB If you are using a company to provide you with bins please advise us of their full details	

<p>How will you remove any rubbish that has been created by the event? NB If you are using a company please advise us of their full details and we will require a copy of their waste carrier licence as part of your booking confirmation</p>		
SECTION 6 – PARKING / LOOKING AFTER THE LAND		
<p>Only essential vehicles will be permitted on any grassed area, how many do you anticipate being on the site?</p>		
<p>How do you intend to protect the ground from damage?</p>		
<p>How do you intend to reinstate the ground if any damage is caused</p>		
<p>NB 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. There is no parking for the Charter Market Charity Pitch</p>		
SECTION 7 – SAFEGUARDING (Charter Market Charity pitches do not need to complete this section)		
<p>Is your event/activity, for or largely targeted at:</p>	<p>A) Children, young people (under 18) this includes family events</p>	<p>Yes / No</p>
	<p>B) Adults at risk, who are not accompanied by a parent or carer</p>	<p>Yes / No</p>
<p>If YES to either of the above, please initial to indicate that you will provide a copy of your safeguarding policies along with your signed hire agreement</p>		
<p>NB In signing this hire agreement, you understand that safeguarding for your event is your responsibility and any concerns raise to SCC with regards to safeguarding will be shared with our Designated Safeguarding Lead who will contact you immediately</p>		
SECTION 8 – PUBLIC LIABILITY / RISK ASSESSMENT / EMP / ESAG INFORMATION		
<p>Does your company/organisation have Public Liability NB We will require a copy of this with your application</p>		<p>YES/NO Please delete</p>
<p>Please confirm the amount of cover you have NB Salisbury City Council require a minimum of £5million</p>		
<p>Do you have a Risk Assessment for the event NB We will require a draft copy of this with your application and a final one prior to your event</p>		<p>YES/NO Please delete</p>
<p>Do you have an Event Management Plan (EMP) for the event NB We will advise if this is required as part of your booking confirmation</p>		<p>YES/NO Please delete</p>
<p>Have you approached Wiltshire Council with regards to organising an ESAG (Event Safety Advisory Group) meeting NB We will advise if this is required as part of your booking confirmation</p>		<p>YES/NO Please delete</p>
<p>NB As the hirer of the area(s) SCC will hold you accountable for all the contractors/traders/performers/stall holders etc. that attend as part of your event. This means you are responsible to obtain all of their risk assessment/public liability/indemnity/food hygiene qualification and ratings. They must be available for SCC to see when requested at any time</p>		

SECTION 9 – PUBLIC LIABILITY / RISK ASSESSMENT / EMP / ESAG INFORMATION

Document	Enclosed	To Follow
Public Liability		
DBS (If applicable)		
Safeguarding (If applicable)		
Risk Assessment		

SECTION 9 – BILLING INFORMATION

Company/Organisation Name for the invoice	
Invoice Address	
Accounts Contact name	
Accounts Contact telephone number	
Accounts Email address	

SECTION 10 – DECLARATION AND DATA PROTECTION

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 until the hire period has ended and full payment has been received whichever is the longest date.
Declaration	I confirm that all of the above information is accurate and correct I consent to the data being held as stated above 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.
Person completing the form	Full Name _____ Date _____ Position _____ Signature _____

Submitting Your Application

Please return your completed & signed application form, your company Public Liability Certificate and Risk Assessment to the following relevant team:

Charity Stall markets@salisburycitycouncil.gov.uk

Market Place / Guildhall Square guildhall@salisburycitycouncil.gov.uk

Events events@salisburycitycouncil.gov.uk

or by post:

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

(NB we will let you know as part of the booking confirmation of all other documents that will be required prior to your event date. Failure to produce could result in any booking confirmation being cancelled and loss of any monies paid):

Please call 01722 342860 if you require any further information

GARDEN & OPEN SPACES HIRE CHARGES (All prices are exempt of VAT)

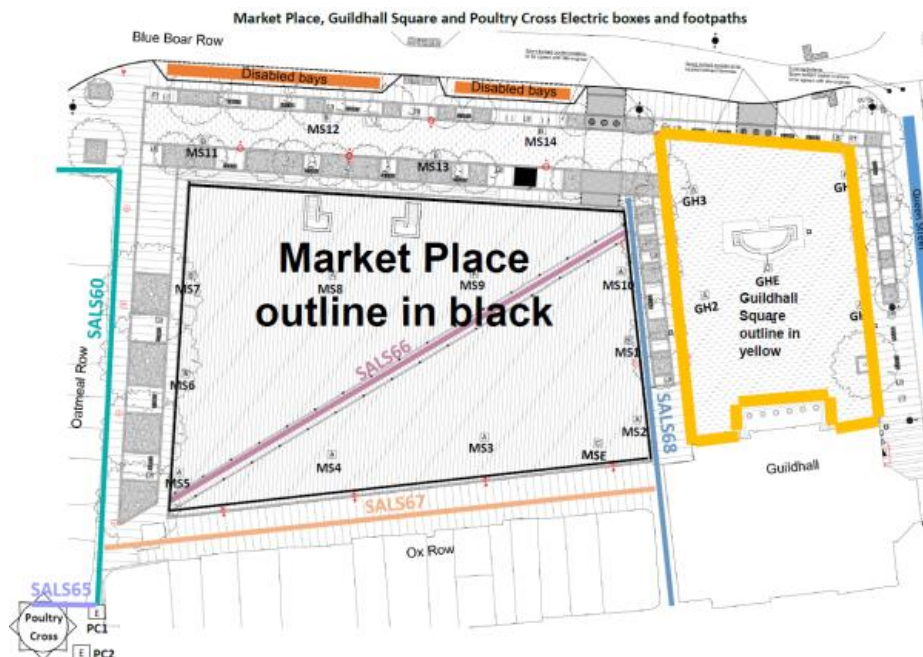
Use of Open Spaces	Price
Fair	From £260 per day
Circus	From £550 per day
Commercial	From £565 per day
Community Profit Making Event/Local Charity Hire*	From £110
National Charity Hire*	£220
Fitness Club or Group (charging for classes)**	£165
Admin fee per event*/per annum**	

Please note that some Community Group Events could be exempt and will be advised once application was processed.

MARKET PLACE / GUILDHALL SQUARE / POULTRY CROSS HIRE CHARGES (All prices are exempt of VAT)

(A discounted rate of 20% may be given to Registered Charities applications – this DOES NOT apply to individuals holding an event to raise money for the charity)

SESSION	SITE	PRICE
Full Day (0700 – 0000)	Guildhall Square	£205
	Market Place (full area)	£512.50
	Market Place (partial area)	£205
	Poultry Cross	£102.50
Overnight (0000 – 0700)	Guildhall Square	£102.50
	Market Place (full area)	£102.50
	Market Place (partial area)	£102.50
	Poultry Cross	£102.50



CHARITY MARKET STALL INFORMATION

Days of the week	Price
Tuesday or Saturday only	£25
Stall Size	3x3m

TERMS AND CONDITIONS (for

all applicants):

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/use of the space (including Charter Market Charity Stall). The Council will review all applications to ensure suitability.

APPLICATION PROCESS (Excludes Charter Market Charity Application)

Salisbury City Council will as part of the application process notify Wiltshire Councils Events Safety Advisory Group (ESAG) and the Police of your application. It is then down to you to liaise with them. If either agencies have concerns over your booking/event, and are unable to support it, we may withdraw any confirmation that has already been given. We will also require copies of any PPL/PRS licence or if applicable your road/path closures (TPCA) confirmations. The TPCA should also be displayed prior to your event date to notify the public of the closure and we can assist with this by placing in our noticeboard. Again failure to supply these could result in the cancellation of your booking.

For more information about Wiltshire Councils Events Advisory Group please visit <https://www.wiltshire.gov.uk/article/1123/Event-Safety-Advisory-Group-ESAG>

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 the normal 30 days of invoice date. If your application is within 6 weeks of hire date your payment date will be expected within 7 days or possibly 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 at the following rates:

Cancellation Period – (Prior to booked date)	Percentage of Total Fee
Within 1 Week	100%
Within 2 Weeks	75%
Within 3 Weeks	50%
Within 4 – 6 Weeks	25%

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.

SAFEGUARDING RESPONSIBILITY

The hirer is responsible for safeguarding and their policy should be submitted with their completed application form.

OUTSIDE AREA LICENCES

The hirer is responsible for obtaining all Licenses; relevant to their booking, Premises Licence/TENS (Temporary Event Notice)/PRS/PPL. These are to be obtained prior to the event.

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.

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	