



Hatfield Broad Oak Parish Council

Application for Use of Hatfield Broad Oak Village Green

A hire fee if applicable will be calculated once your application is submitted and a quote given.

As owners of Hatfield Broad Oak Village Green, the Parish Council have a duty to maintain and preserve the green for future generations. Organisers of all events are asked to complete an application to help the council maintain a record of approved users, to ensure that appropriate safety arrangements have been made **for each function or event**, and to avoid any potential double-booking of activities.

- **Please complete this form as fully as possible and return it as soon as possible, and at least 8 weeks prior to the proposed event.**
- **If appropriate, please attach additional information.**
- **Applications for events in September must be returned before the end of June.**
- **Events may not proceed until an application has been submitted, and approved by the Parish Council.**

Name or nature of the proposed event or activity:

Proposed date for a Single Event

Proposed dates for Regular Events

Overall times of the proposed event(s):

Name of Organisation responsible for the event:

Details of organiser/person taking Overall Responsibility for the Event(s)

Name and address:

Telephone

Fax:

Email:

Details of organiser/person taking Financial Responsibility for the Event(s):

Name and address:

Telephone

Fax:

Email:

Please provide full information on the activities that are proposed to take place:	
Will the proposed event entail the erection of tents, marquees or similar structures? If so, please give details (Please note that these must be removed within 48 hours after the end of the event).	
Will you require the use of electricity and/or water mains services?	Yes / No
What sanitary provisions will be made?	
If portable toilets provided when, please provide details:	
Name of Supplier _____	
Date arrival: _____	Date of removal: _____
If a barbecue, bonfire or similar is to be included, please give details, and name the person who will be in charge of this activity:	
If activities for children are to be included, what safety arrangements have been made?	
Person responsible for the safety of children:	
Name:	
Email address	
Mobile telephone number:	
What arrangements have been made for the parking of vehicles throughout the event?	

Is it proposed to apply for a road closure? If so, please give details:

What arrangements have been made for First Aid and fire safety?

Has adequate insurance cover been arranged, **for this specific event**, including public liability cover? (Please provide a copy of the insurance certificate, which must be lodged with the Parish Clerk **at least 8 weeks prior to the date of the proposed event**).

What arrangements have been made for the provision of appropriate stewards for the event?

Will the event be advertised beyond the Hatfield Broad Oak Parish area? If so, please provide details.

Will the event be licensed? If so, please provide details.

What arrangements have been made for clearing away after the event, and for the disposal of rubbish

Please note that in consideration of local residents, noisy activities, such as public address systems, discos or other loud music must cease by 10.30 p.m. mid-week, and 11.30 p.m. at weekends. Vehicles should be cleared from the site within 30 minutes of the finishing time.

Declaration

- I/We confirm that, to the best of my/our knowledge the information provided in this application is correct and true.
- I/We understand that this application will be rejected if the information given is false or misleading.
- I/We understand that submission of this application does not mean I/we have permission to hold the event and that more information may be required before permission is granted.
- I/We have read, understood and agree to comply with Hatfield Broad Oak Parish Council's terms and conditions of hire.
- I/We understand that I/we are responsible for obtaining all other necessary licenses and/or permissions required for this event.
- I/We confirm that adequate arrangements have been made for insurance, safety, first aid and control of young people, and for clearing away after the event.
- I/We enclose a copy of a valid insurance certificate relating specifically to this event.
- I/We confirm that my/our organization has carried out a risk assessment for the event and attach a copy of that risk assessment
- I/We undertake to keep the parish council fully informed of any alterations to the details given above.
- I/We confirm I/we have read and understood the above statement and apply for permission to hold the event outlined above on the dates shown.

Signed, on behalf of the above-named organization _____

Mobile telephone number for contact on the day of the event _____

Please send this completed form to:

Clerk to Hatfield Broad Oak Parish Council
2 Lea Hall Bungalows
Dunmow Road
Hatfield Heath
Bishops Stortford
CM22 7BL
email: parishclerk@hbopc.co.uk