



EAST GOSCOTE PARISH COUNCIL

AGREEMENT FOR THE USE OF THE JUBILEE PLAYING FIELD FOR VILLAGE EVENTS/ACTIVITIES GUIDANCE FOR ORGANISERS OF EVENTS/ACTIVITIES

Permission for the use of the Jubilee Playing Field for village events is given by East Goscote Parish Council.

Applications should be made to the Clerk, giving the following information:

- The title and purpose of the event/activity
- Activities to take place during the event (including the selling of refreshments and alcohol)
- The target audience of the event and the expected numbers attending
- Outline provision for security, insurance, health and safety, and risk assessment at the event/activity
- Arrangements for parking
- Arrangements for the clean up and removal of litter
- Toilet arrangements

Your application needs to be received at least two months in advance to the date of your proposed event. This is to enable enough time for your application to be discussed at a Parish Council meeting. Council meetings are normally held on the last Monday of each month.

Please complete the attached application form and return via post or email:

Post – Liz Pizer, Clerk, Parish Office, East Goscote Village Hall, Long Furrow, LE7 3ZL

Email – clerk@eastgoscote-pc.gov.uk

If permission is granted by the Parish Council for the event/activity to be held, it would be a condition of the event taking place:

- That the Council receives a copy of the risk assessment, insurance certificate and proof of application of the appropriate licences
- That the event finishes at 10.30 pm and is cleared away (including litter) by 11.00 pm
- That any damage to the playing field is repaired, or if repaired by the Council is recharged to the organisers
- That the police are notified of the event if necessary.

All equipment used at the event is at the organiser's risk and should, where required, be covered by their insurance. The Parish Council has no responsibility for loss or damage to equipment used at the event.

Further information is available from the Clerk, please email clerk@eastgoscote-pc.gov.uk or telephone 0116 260 2202.

APPLICATION FORM FOR THE USE OF JUBILEE PLAYING FIELDS FOR VILLAGE EVENTS / ACTIVITIES

Name of organiser:

Date of event:

Telephone Number:

Email Address:

The title and purpose of the event/activity	
Activities to take place during the event (including the selling of refreshments and alcohol)	
The target audience of the event and the expected numbers attending	
Outline provision for security, insurance, health and safety, and risk assessment at the event/activity	
Arrangements for parking	
Arrangements for the clean-up and removal of litter	
Toilet Arrangements	

We are required to hold certain information in order to fulfil our service and obligations. We will hold your name, contact number and email address.

I am happy for you to hold and maintain my personal data

Signed: