

1. Please describe the event planned
.....
2. Day and date/s agreed
3. Start / Opening time Finish / Closing time
4. Please give approximate numbers attending
5. Please state if you require access for any large vehicles / consignments e.g. toilets/stage etc.
.....
6. Please confirm that you have discussed your event with Hart District Licensing department and that all necessary Public Entertainment and other licences will be in place

YES / NO Comments
7. Please indicate what toilet arrangements will be made for your visitors
8. Please indicate what parking arrangements will be made for your visitors

You are required to:

- Liaise in advance with the Parish Council in relation to the positioning of Marquees / Stages etc. and any other large pieces of equipment
- Provide the Council with written Risk Assessments for the activity/ies to be undertaken at least two weeks in advance of the event.
- Vacate the site by 12 noon on the day following the event, clearing all rubbish / litter and leaving the site as you found it.
- Keep all noise to an acceptable level
- Ensure that the 'roped off' cricket wicket area is not utilised by you or your visitors
- Respect the other users of this public open space
- Provide a copy of your Public Liability Insurance cover at least two weeks before the planned event
- Pay the 'use fee' due at least three weeks in advance of the event

In relation to the management of the event (on the day and beforehand) please provide:

Contact Name _____

Telephone Number _____ (mobile)

The Parish Council reserves the right to make the full charge for reinstatement in respect of any damage to the site (against which an initial £200 deposit is held) and if it is deemed that you have operated outside of the Agreement made.

In signing this Agreement you are agreeing to abide by the conditions laid out above.

SIGNED: _____ Date: _____
Parish Clerk - on behalf of Crondall Parish Council

SIGNED: _____ Date: _____
On behalf of the Hirer