

**OTTERBOURNE PARISH COUNCIL
OAKWOOD PARK RECREATION GROUND
INITIAL APPLICATION FORM**

Proposal for Use by more than 40 people in a gathering or event

- Date and Time of Use:
- Description of Use (type of event):
.....
.....
- Number of people anticipated:
- Number of vehicles anticipated:
- Toilet facilities inside the pavilion may be available for use. Please advise if it is likely these will be needed:
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- Contact Person and correspondence address, email and telephone number:
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.....
.....
- Name of any Organising body/Club:

Important:

- 1. Before submitting application, the Event Organiser must read the Rules of Use for Organised Events available on the Parish website or from the Clerk.**
- 2. The Parish Council only holds Public Liability insurance for the Recreation Ground's casual use by the public. The Event Organiser is responsible for the Public Liability of all matters and use connected with the event.**
- 3. The Parish Council strongly advises the Event Organiser/User to arrange for Special Events Public Liability Insurance. It reserves the right to request this for any event and where appropriate proof of Public Liability insurance will be required.**

**OTTERBOURNE PARISH COUNCIL
OAKWOOD PARK RECREATION GROUND
DETAILED APPLICATION FORM**

Application for Use by more than 40 people in a gathering or event

Any changes from the information supplied on this form must be advised for approval at least 4 weeks before the event.

• Contact Details

Contact Person, correspondence address, email and telephone number if different to Proposal Form:
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.....

Two Contact Persons and mobile telephone numbers for responsible persons on the day:
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.....

Event

Confirmed Date of Use:
.....

Confirmed Type of Use:
.....

Hours of Use (including setting up):
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Number of persons expected to attend:
.....

Will any animals, other than dogs, be on site?
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Please specify any temporary structures to be erected: eg marquees, gazebos, tents, stalls, bouncy castles, portable toilets, communal BBQs:
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Will there be any alcohol on sale and if so has a licence been obtained?
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Will there be any music and if so has a licence been obtained?
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Will the pavilion be required for toilets, electrical power, water supply?
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- **Storage**

Will any items require storage on site before or after the event? Please state items and refer to Rules of Use for details of notification.

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- **Vehicles**

There are limited car park spaces at the Ground and parking is very restricted on neighbouring streets.

Please advise number of vehicles expected and whether you will provide car parking marshals?

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There is a 2.1 m height restriction barrier on the access road to the Ground. Please specify if you will need this opened, at what time and for what type of vehicles:

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Please specify any vehicles requiring the drop posts opened for access onto the grass (this is not for general car parking):

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- **Risk Assessment and Public Liability**

The Parish Council only holds Public Liability insurance for the Recreation Ground's casual use by the public. The Event Organiser is responsible for the Public Liability of all matters and use connected with the event.

The Parish Council strongly advises the Event Organiser to arrange for Special Events Public Liability Insurance. It reserves the right to request this for any event and where appropriate proof of Public Liability insurance will be required.

Please advise if additional Public Liability insurance cover is being provided and give details?

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Please confirm that a risk assessment will be made prior to use
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The full Rules of Use with instructions for Organised Events are on the Parish website or available from the Clerk. Please confirm that these have been read by the Event Organiser and the two Contact Persons for the Day: Yes / No

Signed by Event Organiser: