# Application to hold an event on leased land

**We will not begin to process your application until we have received all of the required information.**

### Please ensure that you as Leaseholder are satisfied that you have received the information below:

|  |  |
| --- | --- |
|  | Completed, signed Application Form |
|  |  |
|  | A comprehensive risk assessment covering all perceived and unforeseen |
|  | circumstance and any relevant method statements |
|  | Proof of Public Liability Insurance (minimum £5/10 million) |
|  |  |
|  | Any and all licencing requirements have been met |

|  |  |
| --- | --- |
|  | A Site plan showing a good approximation of where things will be sited |

I declare that I as Leaseholder am satisfied that the applicant has read and familiarised themselves with the Hire of Open Space Terms and Conditions and any ancillary guidance notes and we understand our responsibility under the terms of our Lease agreement pertaining to any event held in or on South Gloucestershire owned property.

|  |  |  |
| --- | --- | --- |
| Signed: | Full Name: | Date: |
| Organisation: | Position in Company: | |

## Incomplete or incorrectly filled out Applications will be returned to the applicant and could result in the delay of your event

# Leasehold event hire information

## Section 1

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| --- |
| Applicant Name: |
| Company Name: |

## Section 2

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| --- |
| Location of Open space: |

## Section 3

|  |  |  |
| --- | --- | --- |
| Date/s Required: | | |
| Set up Time: | Off Site Time: | Hours of Operation: |

## Section 4

|  |
| --- |
| Event name and Description of proposed event: |

|  |
| --- |
| Number of expected attendees: |

|  |
| --- |
| Provision for parking at the event: |

## Section 5

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| Any other information you feel we should be aware of: |

## Section 6 – declaration

I declare that:

The information provided within this application is correct.

I the Leaseholder will ensure that the hirer adheres to the requirements as stated in the Lease Agreement, the hire of Open Space Regulations and any ancillary guidance notes pertaining to use of Open Space

I take ownership of the risk assessment and understand that it is my responsibility to ensure it is comprehensive and complete

I agree to indemnify South Gloucestershire Council against the cost of any claim in respect of injury, damage, or loss that the council may receive or incur as a result of this event.

|  |  |  |
| --- | --- | --- |
| Signed: | Name: | Date: |

## Contact us

Please return this paperwork and a copy of your risk assessment(s) and site plan by email to: [CommunitySpaces@southglos.gov.uk](mailto:CommunitySpaces@southglos.gov.uk)

|  |  |
| --- | --- |
| **South Gloucestershire Council Department for Place** Streetcare PO Box 1954 Bristol BS37 0DD | T: + 44 (0)1454 865859  E: [CommunitySpaces@southglos.gov.uk](mailto:CommunitySpaces@southglos.gov.uk)  W: [Hold an event in a park](https://beta.southglos.gov.uk/hold-an-event-in-a-park) |