# Application to hold a parkrun in a public open space

Before completing, please carefully read the regulations that accompany this form.

**For smaller events, we require a minimum of fifteen working days to process your application. For larger events we will require up to six weeks to process your application.**

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

## Applicant’s details

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| --- | --- |
| Name of Applicant: | Email:  Daytime Tel/Mobile: |
| Name of organisation: | |
| Position within organisation (e.g., secretary): | |
| Full postal Address: | Address for invoice (if different): |

## Premises details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of premises: | | | Purpose of hire: | | | |
| Date: | From: | To: | Times Required: | Start: | Finish: | Total number of hours: |
| Day(s) of the week: |  | | Please estimate how many people will be attending: | |  | |
| Facilities Required: (e.g., whole site or a specific area, pavilion, visitors centre, bandstand, car park, access to water/power etc.) | | | | | | |
| Do you require the use of the kitchen (if available): **Yes/No** *(please delete as appropriate)*  If yes, for what purpose? Are you using it for commercial purposes? | | | | | | |

## Event details

Please give a brief description of the type of event you will be holding and what activities are proposed. We are particularly interested in whether there will be a bouncy castle, a PA system, a stage, a marquee, a barbecue, food stalls, a fire, and fireworks.

If you are using any of the above, please provide a site plan of where you will be positioning your equipment.

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## Insurance

It is a requirement of the Council that clubs or organisations hiring council owned facilities have adequate public liability insurance, which includes an indemnity for damage to the Council’s property. This also applies to an individual or a group of friends / neighbours organising an event that is open to the public. Where an individual or a group of friends / neighbours are organising a private event, where they will only be inviting their friends or family to attend and the person completing this form retains the liability and it is their decision as to whether they take out insurance.

Please put an X in the box next to the appropriate statement below:

I am a private individual / representative of a group of friends / neighbours organising a small private event. I do not have public liability insurance, but I accept liability for the event.

I am a private individual / representative of a group of friends / neighbours organising

a public event and my public liability insurance policy details are stated below:

I am a representative of a club/organisation and our public liability insurance policy

details are stated below:

|  |  |
| --- | --- |
| Name on Policy: | |
| Insured by: | |
| Policy Number: | Limit of Indemnity: *(Minimum £5,000,000)* |
| Start Date: | Expiry Date: |

## Images of children and vulnerable adults

In line with the South Gloucestershire Council’s obligation to take action to protect vulnerable adults and children, it has been decided that photography and video filming of children and vulnerable adults, on and in land and buildings owned or leased by the Council, will be permitted only when a consent form has been completed and signed in advance of the photography/ filming taking place. For children and young people under 18 the form should be signed by a parent or carer. This includes photographing and videoing activities where children or vulnerable adults are not the main focus, but may be present in the background or as spectators of an activity or event.

This is a condition of hire of our facilities and when signing this application form you are confirming your understanding of the situation.

## Signed by

Please read the enclosed regulations before signing this application.

(If this form is returned by email, we will accept "yes" in the signature field)

**By signing the following declaration, you are confirming and agree to comply with:**

* I have read the enclosed regulations and agree to abide by them.
* to be personally responsible for the fees & charges in respect of this hire or letting.
* to provide an up to date and comprehensive risk assessment.
* that to the best of my knowledge the information provided on this application is accurate and that if there are any changes to be made at a later date these will be agreed with South Gloucestershire Council.
* the information provided will be held in accordance with the Data Protection Act 1998.

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| --- | --- |
| Signed: | Print Name: |
| Position: | Date: |
| For and on behalf of (name of club or organisation if applicable): | |

## 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)

### Or by post to the following address:

|  |  |
| --- | --- |
| **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) |