

DETAILED APPLICATION FORM FOR USE OF THE RECREATION GROUND BY MORE THAN 40 PEOPLE IN A GATHERING OR EVENT

Contact Details

Main Contact Person and correspondence address, email and telephone number	
First Contact Person and Mobile Telephone Numbers for responsible persons on the day	
Second Contact Person and Mobile Telephone Number for responsible persons on the day	

Event

Confirmed Date of Use:	
Confirmed Type of Use:	
Hours of Use (including setting up):	
Number of persons expected to attend:	
Will any animals, other than dogs, be on site?	
Please specify any temporary structures to be erected: eg marquees, gazebos, tents, stalls, bouncy castles, portable toilets, large communal BBQs:	
Will there be any alcohol on sale and if so has a licence been obtained?	
Will access be required to utilities such as water or electricity – please give details	
Will the pavilion be required for toilets, and/or will portable toilet facilities be provided – please give details:	
Will the pavilion be required for catering:	
Will the pavilion be required for temporary or permanent storage:	

Vehicles

Please advise number of vehicles expected and whether you will provide car parking marshals?	
Please provide details of anticipated use of the Wantage Road entrance and of the Main Recreation Ground for parking and vehicle movement	
Please provide details of anticipated use of the	

West Field (A417) entrance and of the West Field for parking and vehicle movement	
Please specify any vehicles requiring the drop posts opened for access over the grass (this is not for general car parking, only for access)	

Risk and Insurance

Please confirm that a risk assessment will be done prior to use.	
Please provide details of the event’s Public Liability insurance and any additional insurance cover. *	

** The Parish Council only holds Public Liability insurance for the Recreation Ground Land and for its general use by the public. Event organisers are responsible for the Public Liability of all matters connected with their use of the Ground.*

Acceptance of Rules of Use

Please sign to confirm that the Rules of Use, as they appear on the Parish website or available from the Clerk, have been read by the Contact Person on behalf of the event organisers.	
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Any changes from the information supplied on this form must be advised for approval at least 4 weeks before the event.

Please return this form with sufficient time for the Parish Council to approve the application at one of its regular meetings; at least 8 weeks before the planned event is recommended

The Clerk, Harwell Parish Council
Village Hall, High Street, Harwell, OX11 0EX

Or
email clerk@harwellparish.co.uk

Acceptance of the Application

Date application received	
Date on which the Parish Council approved the application	
Date applicant notified	