



For Official use only

Insurance:	Deposit:
Risk Assess:	Site plan:
Licence:	Gate Code:
Donation:	Authorised on:

Booking The Recreation Ground

Part A – Details About The Event

Purpose of booking/ event name	
Commercial or registered charity or private event?	
Area of Recreation ground required (Half / Whole) Whole Rec only in exceptional circumstances.	
Dates/times that the site will be required	
Dates/times that the event will be open to the public	
Is this in conjunction with a hire of the West Parley Memorial Hall?	

Nb: If the booking is in conjunction with the Memorial Hall and it is felt their car park is insufficient for expected attendance, overflow parking can use the neighbouring Parish Council car park

Event Details – Please include as many details of the activities planned for your event

Will there be any charge for stall holders or trade stands at the event?

No Yes If yes, how much per stall & the number of stalls?

Will the event include any of the following?

Performance of live music (inc Karaoke)	
Sale of Alcohol	
Any recorded music; including music to accompany DJs	

Please note: All bookings are provisional until deposit is received along with the necessary paperwork, at least one month prior to the scheduled event.

It is the users responsibility to obtain and provide documentation eg Site Plan, Insurance, Risk Assessment, Licences, Temporary Events Notices. Failure to provide documentary evidence may delay confirmation of the booking, or the consent being withdrawn.

Part B – Suggested Donations

West Parley Recreation Ground is owned by the Parish Council on behalf of its residents. All monies paid are considered a donation to help with the upkeep of the Recreation Ground to ensure they are maintained throughout the year for residents' enjoyment.

Suggested Donation - £50

Additional donation request for Dog Shows:

Dog bin contribution - £15

Payment needs to be made prior to the event taking place.

Part C – Event Organiser Details

Name of organisation, if relevant	
Company/charity no (if applicable)	
Name of event organiser	
Address	
Post code	
Telephone	
Email	

I Have Read And Fully Understood All The General Terms And Conditions Of Use.

Name (PRINT)	
Position	
Signed on behalf of the organisation	
Date	

Please return to:

West Parley Parish Council, 275 Christchurch Road, West Parley, Ferndown Dorset BH22 8SQ

Tel: 07477 514862

Email - Enquiries@westparley-pc.gov.uk

Submission of this form does not provide permission for you to go ahead with your event.

Important notes.

1. Submission of this form cannot be considered approval. This will be given in writing if deemed appropriate.
2. Prior to your event going ahead you will need to provide;
 - a) Site plan showing what's happening at your event and where. This should include entry/exit points and location of attractions
 - b) Proof of public liability insurance.
 - c) Safety statements for the event, showing how you will ensure the health and safety of the staff, volunteers and people involved and attending your event. This should include the entirety of the event, including set up and tidy away. (Functions Only)

- d) Payment of the donation for the site, where applicable
- e) Payment of a deposit, where applicable.

It would be preferred if this information be submitted electronically.

If you fail to submit these documents and payment at least 28 days before the event, the Council is within its rights to consider the application null and void.

- 3. If the Council deems that the ground conditions are not suitable for the event to go ahead safely then we retain the right to cancel the booking or demand changes to the event up to, and including, the day before it is planned to take place, or you move on to the site.
 - 4. Depending on the nature of the event, the Council withholds the right to impose additional conditions, in writing, to those contained within this agreement. These additional conditions will form part of this agreement.
 - 5. By signing this form you agree to meet all the terms and conditions of hire.
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