



# Open Spaces Application Form

## Section Four - Insurance

- Event Organisers are required to hold a current policy of Insurance in respect of Public Liability or Third Party risks (including products' liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council's Risk and Insurance Section and Legal Section. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.
- Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed/authorised to appear at the event.

**Note:**  
All documentation must be produced before the Event. Failure to comply may result in the Council refusing to grant permission for the holding of the event.

## Section Five - Emergency Services

You are requested to notify the Police and other appropriate Emergency Services a minimum of 3 months before the date of purposed event.

Please indicate contact made:

- Police
- Ambulance service
- First Aid Provision
- Fire

Other: \_\_\_\_\_

Please give details of who you spoke to and the outcome:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please supply details of the first aid cover to be provided:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Section Six - Other Requirements

Where appropriate a detailed site plan showing the positions of stalls, marquees, arena, exhibition units, car parking etc. and list of programme items is required. In respect of races etc. a detailed route plan which must also show location of route marshals, must be provided.

In addition if any mobile catering units, temporary structures or fairground rides are coming on site Tamworth Borough Council request contact information, nature of business and relevant health and safety information. Tamworth Borough Council reserves the right to refuse entry to any supplier or contractor if they are unhappy with there safety records or operating procedures.

- Please also where necessary include the following;
- Certificate of Public Liability Insurance
  - Programme of Events
  - Relevant Event Information
  - Safety Management Plan
  - Site Plan
  - Risk Assessments

This must be forwarded at least 12 weeks prior to the event.

You must now read through the terms and conditions of hire and sign the document on the final page.

Upon completion please return the form, together with any supporting documentation to the following:

Laura Hastilow  
 Arts & Events Development Officer  
 Marmion House  
 Lichfield Street  
 Tamworth  
 Staffordshire  
 B79 7BZ

Name of Event \_\_\_\_\_

Event Location \_\_\_\_\_

Event Date \_\_\_\_\_

## Section one - The hirer / organiser details

Name of Organisation \_\_\_\_\_

Event Organiser/s \_\_\_\_\_

Contact Address \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone number (day) \_\_\_\_\_ Night \_\_\_\_\_

Mobile number \_\_\_\_\_ Fax \_\_\_\_\_

e-mail address \_\_\_\_\_

## Section Two - Invoice Address and Contact Details

Invoice to be sent to (name) \_\_\_\_\_

Contact Address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone number (day) \_\_\_\_\_ Night \_\_\_\_\_

### Section Three – Event Details

Description of proposed event \_\_\_\_\_

#### Open Space Hire Details: From 1st person on site to last person off site inclusive

Set up details	
Set up dates - 1st day	
Set up dates - last day	
Total number of days for setting up	
Start and finish times	Start _____ am/pm Finish _____ am/pm

Actual event details	
Date of 1st day	
Date of last day	
Total number of days for actual event	
Start and finish times	Start _____ am/pm Finish _____ am/pm

Take down details	
Take down dates - 1st day	
Take down dates - last day	
Total number of days for taking down	
Start and finish times	Start _____ am/pm Finish _____ am/pm

Date / time will the site be vacated after the event \_\_\_\_\_

Is the event free? (please tick) Yes  No

If no, what is the admission price? \_\_\_\_\_

Will you be selling programmes? (please tick) Yes  No

If yes, what is the proposed price? \_\_\_\_\_

Is this a (please tick one box only)

- |   |  |
|---|--|
| Charity event <input type="checkbox"/>    | Fund raising <input type="checkbox"/>    |
| Non - commercial <input type="checkbox"/> | Community event <input type="checkbox"/> |
| Commercial <input type="checkbox"/>       |  |

For charity events – name of charity \_\_\_\_\_

Charity registration number \_\_\_\_\_

Will all income raised go to the charity concerned (please tick) Yes  No

If no, please give details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate number of people expected to attend \_\_\_\_\_

Please provide details of the number, weight and size of delivery vehicles and / or participating vehicles and whether they intend to remain in site overnight.

\_\_\_\_\_  
\_\_\_\_\_

Will you be requiring car parking space for event staff? Yes  No

and / or members of the public? Yes  No

If yes, please indicate the approximate number of vehicles attending the event, indicate on your site plan your proposed car parking area and how you intend to manage the parking of those vehicles.

\_\_\_\_\_  
\_\_\_\_\_

*Please note use of public car parks may incur additional charges.*

Do you intend to utilise or permit any of the following attractions as part of the event? Please tick the appropriate boxes.

- |  |  |
|--|--|
| Fireworks / Pyrotechnics <input type="checkbox"/>          | Live Music <input type="checkbox"/>          |
| Carnival / Procession <input type="checkbox"/>             | Live entertainment <input type="checkbox"/>  |
| Fairground equipment <input type="checkbox"/>              | Display arena <input type="checkbox"/>       |
| Inflatables (e.g. bouncy castles) <input type="checkbox"/> | Barriers / fencing <input type="checkbox"/>  |
| Aircraft <input type="checkbox"/>                          | Lost children point <input type="checkbox"/> |
| Balloon Launch <input type="checkbox"/>                    | Marquees <input type="checkbox"/>            |
| Hot air balloons <input type="checkbox"/>                  | Portable Toilets <input type="checkbox"/>    |
| Motor cycles <input type="checkbox"/>                      | Alcohol <input type="checkbox"/>             |

- |   |   |
|---|---|
| Motor Vehicles <input type="checkbox"/>   | Catering outlets <input type="checkbox"/>         |
| Coconut shy <input type="checkbox"/>      | Stalls / stands <input type="checkbox"/>          |
| Portable staging <input type="checkbox"/> | Re-enactment groups <input type="checkbox"/>      |
| PA System <input type="checkbox"/>        | Private security company <input type="checkbox"/> |
| Horses / donkeys <input type="checkbox"/> | Marshalls / stewards <input type="checkbox"/>     |
| Other animals <input type="checkbox"/>    | Please specify _____                              |

You will be required to ensure that the toilet facilities are adequate. Please submit details of your proposals to include method of disposal, hand washing facilities and if toilets are hired, the name and address of the hire company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please identify the method to be used in order to maintain the area free of litter and refuse:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:**

- The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each day. If the event organiser fails to do this then the Council reserves the right to carry out the works in default and charge the event organiser the cost incurred.
- It is the event organiser's responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any Council skip/litter bins etc. for disposal without prior permission.
- Where permanent catering facilities are available in the vicinity of the site where the event will take place, the organisers must advise the caterers at least one month before the event takes place of the refreshments they will be providing.