

Cyngor Tref Llanelli - Llanelli Town Council

Yr Hen Ficerdy,
Sgwâr Neuadd y Dref,
LLANELLI,
Sir Gaerfyrddin,
SA15 3DD.



The Old Vicarage,
Town Hall Square,
LLANELLI,
Carmarthenshire,
SA15 3DD.

D. Gary Jones, Clerc y Dref/Town Clerk

Ffôn/Tel: (01554) 774352
Ffacs/Fax: (01554) 770376

Ebost/Email: enquiries@llanellitowncouncil.gov.uk
Gwefan/Website: www.llanellitowncouncil.gov.uk

EVENTS TERMS AND CONDITIONS

1. In consideration of Llanelli Town Council receiving the payments as agreed (if applicable) along with the organisers acceptance of the conditions below, Llanelli Town Council agrees to let the use of
as a venue for the.....
..... event.
2. The organisers are requested to complete the booking slip at the end of this document and return it as soon as possible to The Town Clerk, Llanelli Town Council, The Old Vicarage, Town Hall Square, Llanelli, SA15 3DD.
3. The organisers hereby undertake/agree to the following conditions.
 - 3.1 To manage and conduct the event and all ancillary stalls in such a way as not to contravene any legislation (including the Sunday Observance Act and Sunday Trading Act).
 - 3.2 In the event of any damage being caused to the event venue or item supplied by Llanelli Town Council during the period of occupation the organisers will at their own expense make good any such damage or loss. A proportion of the deposit paid by the organiser will be held if any damage is caused.
 - 3.3 To provide an adequate Public Liability Insurance cover for the event and all losses (minimum - £5 million). A copy of the insurance policy shall be submitted to the Town Council not less than 28 days prior to the event.
 - 3.4 To ensure that all stallholders and participants are adequately insured.
 - 3.5 To provide sufficient First Aid facilities.
 - 3.6 To provide a proper number of attendants and stewards for the efficient and safe supervision of the event venue.
 - 3.7 The organisers shall arrange for the erection of highway direction signs in consultation with the Town Council.
 - 3.8 The organisers shall submit details of the contents of activities of the event to the Town Council one month before the event. They further undertake that if the Town Council objects to any activity or any other matter then they will comply with his requirements.
 - 3.9 The organisers undertake that in the event of adverse ground conditions the Town Council's approval for activities likely to cause damage to the event venue is needed. They also agree to take appropriate measures to minimise damage caused by car parking. The Town Council reserves the right to cancel an event due to adverse weather and/or ground conditions.
 - 3.10 The organisers shall submit all publicity posters, leaflets and advertisements to the Town Council for his approval prior to distribution. They also agree that they will not publish any posters of leaflets that the Town Council does not approve of.

- 3.11 The organisers shall be responsible for the collection and disposal of all litter and its removal from the site within forty-eight hours of the event.
- 3.12 The organisers are to repair damage to the event occasioned by posts, stakes etc within five days of the event to the satisfaction of the Town Council.
- 3.13 The organisers shall obtain all necessary consents, licenses or permissions from the relevant authority for the relevant event.
- 3.14 The organisers shall ensure that all public rights of way as are defined on the definitive map are not obstructed or otherwise affected.
- 3.15 The organisers should ensure that no animals other than family pets are allowed within the Park territory.
- 3.16 The organisers should maintain regular liaison with the Town Council

Data Protection

Llanelli Town Council recognises it must protect confidential and/or sensitive information about Councillors, employees and the public. This document should therefore be read in conjunction with the Town Council Information and Data Protection Policy.

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LLANELLI TOWN COUNCIL – EVENTS TERMS AND CONDITIONS

I/We wish to hire the use of

As the venue for (name of event)

..... (date of event) and

hereby undertake to abide by Llanelli Town Council’s terms and conditions.

Signed:

On behalf of:

Please return this slip to the Town Clerk, Llanelli Town Council, The Old Vicarage, Town Hall Square, Llanelli, SA15 3DD.