

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

Parks and Playing Field Event Application Form

Name of event

Name of venue / area to be used

Event date/opening dates (excluding any setting up/dismantling days)

Section One – Organiser's Details

- Name of organisation
- Event organiser/s
- Contact address
- Postcode
- Tel No. - Home
- Tel No. - Work
- Mobile No
- Fax No
- e-mail address
- Event public enquiries number

Section Two - Event Details

- Description of event proposed
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- Is this a (please tick one box only)

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

- For Charity Event - Name of Charity

- Charity Registration Number

- Will all income raised go to the Charity concerned? (please tick) Yes No

If no, please give details:

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- Date to enter site for set up

- Start time each day

- Finish time each day

- Date the site will be vacated after the event

- Is the event free? Yes No

- Approximate number of people expected to attend

- Approximate number of rides Please provide copies of safety certificates and public liability insurance certificates to the value of £5 million

- Approximate number of stalls

- Do you intend to use banners, posters or flyers at the following locations:

Around the County

At the event site only

Written approval must be obtained from Planning Enforcement, telephone 0845 658 0445 for details.

Permission must be sought from the Town Council Office 01554 774352

Note: The Town Council reserves the right to remove and cancel any unauthorised advertising and to recover the cost incurred from the event organisers.

- Do you intend to utilise or permit any of the following attractions at the event? If so, please tick the appropriate boxes (some of these may not be permitted at all sites).

(It is the organisers responsibility to contact all relevant departments/authorities in connection with the organised event i.e. Public Protection/Fire Authority/Police etc.)

Fireworks/pyrotechnics*	<input type="checkbox"/>	Live music * ₅	<input type="checkbox"/>
Carnival/procession	<input type="checkbox"/>	Live entertainment * ₅	<input type="checkbox"/>
Fairground equipment**	<input type="checkbox"/>	Portable generator	<input type="checkbox"/>
Barrier/fencing	<input type="checkbox"/>	Alcohol* ₆	<input type="checkbox"/>
Marquees***	<input type="checkbox"/>	Stewarding/security	<input type="checkbox"/>
Market stalls	<input type="checkbox"/>	P.A. System	<input type="checkbox"/>
Toilets	<input type="checkbox"/>	Portable staging	<input type="checkbox"/>
Power supply****	<input type="checkbox"/>	Bouncy castle	<input type="checkbox"/>
Horses/donkeys other animals	<input type="checkbox"/>	Food/drink* ₆	<input type="checkbox"/>
Motorcycles	<input type="checkbox"/>	On site communications	<input type="checkbox"/>
Other motor vehicles	<input type="checkbox"/>		

Other: (please specify)

Note:

- After this application has been submitted, no additional items may be included without the express consent of the appropriate department.

*A detailed risk assessment must be obtained from the Pyrotechnics Company

**Valid test certificates must be obtained for each ride

***Fire retardency certificates must be obtained for each marquee

****All electrical appliances must have valid PAT test certificates

*₅: A Public Entertainment Licence or temporary events notice may be required if your event is public and consists of music, dancing, singing or similar. **Please see guidance notes**

*₆: A temporary events notice is required for selling or giving away alcohol. Catering units should be registered with Environmental Health. **Please see guidance notes**

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

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Note:

- The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each day to ensure that the Town Council's obligations under the Environmental Protection Act 1990 - Code of Practice on Litter and Refuse is discharged. If the event organiser fails to do this then the Town Council reserves the right to carry out the works in default and charge the event organiser the cost incurred.
- It should be noted that litter from an event is not household litter. It is the event organiser's responsibility to arrange removal of all rubbish from the site in the appropriate way. **See guidance notes**

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Section Three - 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 Town Council's Risk and Insurance Section and Legal Section. Under no circumstances shall this be less than £5 million and the Town 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 at least 28 days before the Event. Failure to comply may result in the Town Council refusing to grant permission for the holding of the event.

Section Four - Emergency Services

- You are requested to notify the Police and other appropriate Emergency Services.

Please indicate contact made:

Police

Ambulance Service

St. John Ambulance

Red Cross

Other:

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

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Section Five - Additional 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 marshalls, must be provided.

This must be forwarded at least 4 weeks prior to the event.

Section Six – Terms and Conditions of Hire

General letting of Parks and Countryside sites

1. Applications for events will only be considered if submitted within a reasonable time of the proposed event relative to the size of the event i.e. not later than 9 months for major events and 1 month for small events. The Hirer must submit full details of the proposed event for the approval of the Town Council. Details to include arrangements for catering, refuse collection and disposal, toilets, general activity to be staged, anticipated attendance figures and Health & Safety information as appropriate.
2. The Hirer must conduct their own risk assessment, a written copy of which must be lodged with the Town Council at least four weeks before the date of the event. This document will be referred to in the event of any claim arising.
3. The Hirer's attention is drawn to the requirements of the Health & Safety at Work Act 1974 and other Health & Safety legislation including the Management of Health & Safety at Work Regulations 1999, Control of Substances Hazardous to Health Regulations 1999 and Electricity at Work Regulations 1989. It is the responsibility of the Hirer to comply with all relevant legislation.
4. The Hirer shall indemnify and keep indemnified the Town Council from and against all actions, claims, suits, costs, expenses, losses, injuries, damage and liability howsoever arising out of or by reason or in consequence of the Licence hereby granted (other than injury resulting from any negligent act of the Town Council its servants or agents). The Hirer shall effect a third party policy of insurance to a minimum of £5,000,000 per event and in such terms as may be approved by the Town Council.
5. The Hirer will be required to produce written evidence of the existence of Public Liability Insurance at such a level as required by the Town Council in respect of any exhibitor, ground entertainer, sub-contractor, caterer which the Hirer has authorised to appear at the event.
6. The Hirer is responsible for adequate fire precautions and for the maintenance of clear exits for emergency vehicles and for seeing that none of the footpaths are blocked.
7. The Hirer is responsible for the reinstatement of the site allocated, including the clearance of litter, the separation and collection of recyclable materials, the removal of all advertising and repairing any damage done to the ground or any facilities on the park. The clearance must be undertaken within 24hours after completion of the event and reinstatement of land within 48hours after completion of the event. If the Hirer fails to perform these obligations, the Town Council reserves the right to perform any such obligations and any costs incurred shall be borne by the Hirer.
8. The Town Council reserves the right to raise a hiring charge fee for any commercial events along with a re-charge for any electricity or water used during the event.
9. Should the hirer cancel after written confirmation of a firm booking has been given, the hirer will be liable for 20% of the total hire charge (if applicable). Cancellations must be in writing (email or letter) or the full hire charge (if applicable) will be payable.
10. The property of the Hirer and Hirer's agents must be removed at the end of the period of hire. The Town Council accepts no responsibility for any property left on the Venue before, during or after hire period.
11. The Hirer must ensure that First Aid equipment is provided and all precautions taken against the risk of fire and electric shock, and inform the Town Council of the arrangements intended for an electrical supply to be provided for the event.

12. The Food Safety Act 1990 and a number of regulations and Codes of Practice govern the sale of food. These are enforced by the County Council Environmental Health Department. The regulations require any food outlets to be registered.
13. The Hirer must ensure that adequate parking arrangements are made for vehicles, and the prior approval of the Town Council be obtained in respect of such arrangements.
14. The Hirer is required to comply with the Town and Country Planning (Control of Advertisements) Regulations 1992, whereby unauthorised advertising, including “fly posting”, is an offence and therefore strictly forbidden.
15. The Hirer is responsible at all times for the smooth running of the event.
16. Temporary structures must be constructed of sound materials and be suitable for their purpose. The Hirer will be responsible at all times (day and night) for the security and supervision of these structures.
17. The Hirer must ensure that the bylaws applicable to the park or open space in which the event is to be held are complied with at all times.
18. A Commercial hire may be subject to payment of a fee or bond, the amount of which to be determined by the Town Council. The fee and bond must be received at least one month before the event is due to take place.
19. No noise is to be made, whether by loud speakers or musical instruments etc, after the hour of 10:30pm unless prior agreement has been obtained from the Town Council.
20. Vehicular access and parking is only permitted with the prior approval of the Town Council.
21. The Hirer must comply with the direction of the Town Clerk or his appointed representative at all times.
22. Where necessary, the Hirer must obtain all necessary clearances from and comply with all requirements of the Civil Aviation Authority and/or any other relevant body.
23. The Hirer must comply with any further requirements made by the Manager, Parks & Countryside or his representative in respect of this booking.

LLANELLI TOWN COUNCIL RESERVES THE RIGHT TO CANCEL THE HIRING IF DETAILS ARE NOT SUBMITTED, IF THERE IS A BREACH OF ANY OF THE FOREGOING CONDITIONS OR IF THE ARRANGEMENTS ARE DEEMED UNSATISFACTORY.

If permission is granted for the event described in this application, I hereby agree to comply with the conditions set out in this form and the departmental terms and conditions of hire and all reasonable instructions given by all authorised Officers of the Town Council. In addition, I agree to inform the Town Council of any changes to the application form which was originally submitted.

This form and any supporting documentation must be submitted at least 28 days before the proposed date of the event.

Signed

Print name On behalf of (organisation)

Date

Please send this completed form, together with any supporting documentation to the following:

**Town Clerk
Llanelli Town Council
The Old Vicarage
Town Hall Square
Llanelli**

I have enclosed, where necessary, the following:

Documentation	Yes	No
Risk assessments (inc. Relevant test certificates)	<input type="checkbox"/>	<input type="checkbox"/>
Marquee fire retardancy certificates	<input type="checkbox"/>	<input type="checkbox"/>
Site plan/route plan	<input type="checkbox"/>	<input type="checkbox"/>
Insurance certificate/s (copies)	<input type="checkbox"/>	<input type="checkbox"/>

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.