

BARNSTAPLE TOWN COUNCIL

**AGREEMENT FORM FOR A CIRCUS IN
ROCK PARK, BARNSTAPLE**

Please complete all sections
(The form will not be considered if all sections are not complete)

ORGANISER DETAILS

Applicant's name and address:

.....
.....

Name of Organisation:

.....

Tel No: Mobile No:

Email:

EVENT DETAILS

Name of Event:

Date Required: From To

Time Required: From To.....

Do you have Public Liability Insurance to the value of (min) £5M? Yes No

Have you completed a risk assessment for the event? Yes No

Have you obtained the necessary PRS/PPL Licence? Yes No

Have you read the conditions of hire/use of Rock Park Form? Yes No

CIRCUS DETAILS

Brief description of what is proposed:

Dimensions (of the whole area required for Circus, length x width x height):

.....

Please indicate the area you wish to use on the attached plan of the Park.

Does the event include any of the following activities:-

Have you provided a generator? Yes No

How many people do you expect to attend?

How many stewards and marshals will you provide?

How many mobile catering units, including ice cream vans, will be on the site?

How many commercial units, other than food outlets will be on the site?

Completed agreement forms should be sent to :-

Miss N Lewis
Rock Park Trust Officer
Barnstaple Town Council
Barum House
The Square
Barnstaple
EX32 8LS

Tel No: 01271 373311

Email: natasha.lewis@barnstapletowncouncil.co.uk.

This agreement must be sent with the hire/use application form and all relevant documentation must be received **at least 3 months** prior to the event to allow time for the application to be approved, and notice given to other statutory bodies.

I have read, and agree to comply with, the Terms and Conditions of the Circus Policy.

Signed.....

On behalf of

Date:.....

I enclose a copy of the Organisation's Public Liability Insurance

Signed.....

On behalf of

Date:.....

I enclose a copy of the Organisation's Risk Assessment for the event

Signed.....

On behalf of

Date.....

No permission for any event will be given until the agreement form and accompanying documentation has been processed and approved by the Rock Park Trust.

Data Protection Act 1998

Barnstaple Town Council is the Data Controller. This information is being collected for the purpose of the application for use of Rock Park but may be used for the wider purpose of Environmental Health and Licensing registration and regulation. When you complete this application form you are providing your consent for the Council to hold and use your personal information for this purpose. The information you provide may be disclosed to other Local Government departments and other Agencies.