

BARNSTAPLE TOWN COUNCIL

APPLICATION FOR THE USE/HIRE OF ROCK PARK, BARNSTAPLE

Please complete all sections

Name of Event:

Date Required: From To

Time Required: From To.....

ORGANISER DETAILS

Applicant's name and address:

.....
.....

Name of Organisation:

.....

Tel No: Mobile No:

Email: Reg. Charity No:

Do you have Public Liability Insurance to the value of (min) £5M?

Yes No

Have you obtained the necessary PRS/PPL Licence?

Yes No

Have you completed a risk assessment for the event?

Yes No

Brief Description of the Event:

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

EVENT DETAILS

Does the event include any of the following activities:-

Performance of a Play Yes No

Boxing or Wrestling Yes No

Performance of Live Music Yes No

Playing of Recorded Music Yes No

Performance of Dance Yes No

Entertainment of similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance Yes No

Are you proposing to collect funds for your organisation or another body? Yes No

Have you applied for a Collection Licence from North Devon Council? Yes No

How many people do you expect to attend?

How many performers will be taking part in the event?

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 application forms should be sent to :-

Will Austin
Town Clerk
Barnstaple Town Council
Barum House
The Square
Barnstaple
EX32 8LS

Tel No: 01271 373311

Email: Will.Austin@barnstapletowncouncil.co.uk

Application forms and all relevant documentation must be received **at least 30 days** 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 Use/Hire of Rock Park.

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 application form and accompanying documentation has been processed and approved by the Town Council.

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.