



LISKEARD COUNCIL  
WORKING FOR YOU

## APPLICATION FOR THE HIRE OF THE TOWN PARKS

Please complete and return the following document to apply for the hire of Westbourne Gardens, Thorn Park or Rapsons MUGA Skate Park. If the application is successful, a formal confirmation will be issued which incorporates the Terms and Conditions for hire.

The application, together with any additional documentation (risk assessment, Safeguarding policy), must be submitted at least 8 weeks prior to when the event will commence.

Liskeard Town Council, 3-5 West Street, Liskeard Cornwall PL14 6BW

[www.liskeard.gov.uk](http://www.liskeard.gov.uk)

Telephone: 01579 345407

Email: [reception@liskeard.gov.uk](mailto:reception@liskeard.gov.uk)

SECTION ONE - HIRER'S DETAILS		
Name of event:		
Date/s of event:		
Name of organisation:		
Lead contact:		
Contact address:		
Daytime Tel:	Evening Tel:	Mobile Tel:
Email address:		
Invoicing address:		

SECTION TWO - EVENT DETAILS			
Description of proposed event:			
Date and time of entry for set up:		Date and time of show breakdown/clear up:	
Event start time:		Event finish time:	
Date site will be vacated proceeding the event:			

<p><b>Tick the box below which is most relevant to your event:</b> <i>(please tick one box only)</i></p>	<p><input type="checkbox"/> Charity (<i>Registered with the Charities Commission</i>) Charity Registration No. _____</p> <p>Will <b>all</b> monies raised go to the charity concerned?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>If no, Please give details:</p> <p><input type="checkbox"/> Local/Not for Profit</p> <p><input type="checkbox"/> Commercial Event</p> <p><input type="checkbox"/> Other Please specify _____</p> <p><b>Eligibility and hiring fees appended to this booking form</b></p>
<p><b>Will the event be free of charge for the public?</b></p>	<p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>
<p><b>If no, please advise us of proposed ticket prices:</b></p>	
<p><b>Please provide an estimate the number of persons likely to be involved with the event; both internal and external customers:</b></p>	<p><input type="checkbox"/> Less than 100                      <input type="checkbox"/> 500 to 999</p> <p><input type="checkbox"/> 100 to 249                      <input type="checkbox"/> Other <i>please specify</i> _____</p> <p><input type="checkbox"/> 250 to 499</p>
<p><b>Would you like your event promoted by the Tourist Information Centre?</b></p>	<p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>
<p><a href="http://www.VisitLiskeard.co.uk">www.VisitLiskeard.co.uk</a></p>	

### SECTION THREE - INSURANCE

Event organisers must have and provide a current policy of insurance in respect of Public Liability or Third Party risks (including products liability where appropriate). Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, subcontractor, caterer, band/dance group etc. who they have instructed/authorised to appear at the event.

Liskeard Town Council stipulates the limit of indemnity shall not be less than £5 million for standard events and activities and £10M for higher risk activities - please check with the Town Council. However it remains the organisers responsibility to seek professional advice in respect of a health and safety risk assessment and the most appropriate level of cover suited to the nature of their operation and potential level of risk. If Liskeard Town Council do not feel the insurance is adequate, they reserve the right to require a higher limit.

All documentation must be provided no later than 8 weeks prior the event. If insurance is not produced before this time, Liskeard Town Council may refuse to grant permission for the holding of the event.

#### SECTION FOUR - VEHICLES ON SITE

Do you require vehicle access to the site?

*Access is restricted to light vehicles only and only by special permission. Only one vehicle is permitted at any one time.*

Yes                       No

If a vehicle will be on site, organisers will need to provide marshal(s) on the entrance to ensure that the movement of the vehicle is organised and only authorised vehicles can gain access.

Please note: only vehicles that are permitted on to site will be those:

- Delivering/ off- loading equipment
- Assisting with the setting up/breaking down of the show i.e. forklift trucks, cranes etc.
- Emergency services
- Food vendors (light vehicles only)
- Communication arrangements

All other vehicles must park away from the main event site to avoid accident or injury.

Vehicles are not to be left on site overnight.

#### SECTION FIVE - ATTRACTIONS

Please tick any relevant boxes below whereby you wish to utilise any of the following?

- |   |  |
|---|--|
| <input type="checkbox"/> PA System                            | <input type="checkbox"/> Generator                           |
| <input type="checkbox"/> Plays/Street Theatre/ Workshops      | <input type="checkbox"/> Electrical Appliances               |
| <input type="checkbox"/> Re-enactment Groups                  | <input type="checkbox"/> Alcohol/Bar                         |
| <input type="checkbox"/> Living History or Other Educational  | <input type="checkbox"/> BBQ/Hog Roast                       |
| <input type="checkbox"/> Live Entertainment                   | <input type="checkbox"/> Food/Drink Vendors or Catering Vans |
| <input type="checkbox"/> Live Music or Recorded Music         | <input type="checkbox"/> Gas Cooking Appliances              |
| <input type="checkbox"/> Scaffold Structures/Portable Staging | <input type="checkbox"/> Food Fairs                          |
| <input type="checkbox"/> Marquees                             | <input type="checkbox"/> Market Stalls/ Table Top Sale       |
| <input type="checkbox"/> Carnival                             | <input type="checkbox"/> Lost Children Point                 |
| <input type="checkbox"/> Other                                |  |

*Please Specify:*

#### SECTION SIX - HEALTH AND SAFETY

Please name the person whom you have appointed to manage the health and safety at the event and state their qualifications and training:

Please provide details of first aid arrangements:

If using the skate park at Rapsons park, please provide details of how you will manage the events and supervise the use of equipment:

Please provide the details any attractions/structures previously mentioned and safety precautions:

If the organisation will be erecting a marquee, please provide details of; size of marquee, size & number of fire exits, number of extinguishers, confirmation that the marquee is fire retardant, details of any cooking or such to be inside or near the marquee:

Please provide any details of inflatable play equipment, i.e. bouncy castle & a copy of fire retardant certification along with written evidence the inflatable equipment has been maintained to a high standard:

The use of any inflatable equipment must conform to Cornwall Council Inflatable Guidance – document included in Welcome Pack.

Please provide names, addresses contact numbers & public liability insurance of any catering units to be set up at the park:

Please also state any barbecues, portable stoves, gas appliances etc. the organiser will be operating:

Please state any lighting bring provided for this site; both production and/or evening lighting:

How will electric power be supplied? *Please note; there are no electricity points at any of the parks.*

How many volunteer/ Security Industry Authority trained stewards will there be? Please attach full names, addresses, contact numbers, training & certifications on return of the application.

The event must not create any unacceptable noise levels which may disturb or disrupt local residents or businesses

What state steps are being taken by the organisation to minimize noise pollution?

*We advise that you circulate notification to all local businesses/ residents in the area at least 8 weeks prior to the event commencing.*

## SECTION SEVEN - SAFEGUARDING

Everybody has a duty to safeguard children, young people and adults in a state of vulnerability, preventing impairment to children's health and/or development. Everyone should take action to ensure all children have the best life chances and are growing up in circumstances consistent with the provision of safe and effective care.

Liskeard Town Council will expect to see a copy of the hirers Safeguarding policy in excess of 8 weeks prior to the event. It is also expected for the hirer to request Safeguarding policies from stall holders or any other relevant organisations attending. If children will be attending, a lost children point is expected to be provided.

Liskeard Town Council understands the safety of children, young people and adults in a state of vulnerability is paramount.

## SECTION EIGHT - WASTE

The parks must be left in a clean state of which is seen as acceptable by Liskeard Town Council. Please provide details of how you propose to manage your waste and clean the park after your event:

Liskeard Town Council has signed up to the Plastic Free Liskeard campaign and has committed to ban all single use plastics from its premises by 2020.

This includes items such as plastic cups, plates, spoons etc. We have an expectation that you will think carefully about your meeting or event and find alternatives to single use plastic items.

Please also take care to recycle as much of the waste generated by your activities as possible.

Please provide contact details of the contractor who will be dealing with refuse and recycling removal:

Name:

Telephone:

Email:

Address:

There must be no litter left at the parks after your booking. To ensure the parks are left in a clean and tidy state, please litter-pick the park at regular intervals to prevent litter spreading. If the organiser fails to comply with Liskeard Town Councils policies on waste, the Liskeard Town Council reserves the right to carry out the works in default and charge to event organiser the cost incurred.

### SECTION NINE - MISCELLANEOUS

**Ground Reinstatement:** Will there be any activities that have the potential to cause damage to the site?

Yes                       No

Please give details of any damage that could be caused to hedges, grassed areas, skate parks, footpaths etc. Please note: any activities which may cause damage to the parks must be discussed and agreed with the Town Council.

What actions will the hirer be taking to reduce any damage?

Liskeard Town Council will charge for damage caused to the Parks which has not been rectified at the end of the hiring period.

**Public Conveniences:** Some parks may not have toilets on site. How many toilets will you be providing? The Liskeard Town Council expect at least 1 toilet per 100 people in addition to public toilets nearby.

Male             Female             Disabled

### SECTION TEN - LICENSING

Will you need to arrange for an alcohol and/or entertainment license?

Yes                       No                       Already have

### SECTION ELEVEN- COSTS

**Costs:** please see scale of charges in appendix

**50% deposit taken at the time of booking. Remaining balance must be paid in full at least 14 days in advance of the event date.**

By signing this application means you agree to pay the charge.

**SECTION TWELVE - ENCLOSURES**

On return of this application, I enclose the following documents:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Certificate of Public Liability Insurance Management Plan | <input type="checkbox"/> Management Plan | <input type="checkbox"/> Noise          |
| <input type="checkbox"/> Programme of Events Policy                                | <input type="checkbox"/> Emergency Plan  | <input type="checkbox"/> Safeguarding   |
| <input type="checkbox"/> Site Plan   | <input type="checkbox"/> Risk Assessment | <input type="checkbox"/> Fire Procedure |
| <input type="checkbox"/> Generator test certificate License                        | <input type="checkbox"/> Alcohol Licence | <input type="checkbox"/> PRS/PPL        |

**SECTION THIRTEEN - DECLARATION**

I \_\_\_\_\_ on behalf  
of \_\_\_\_\_

confirm that the information given is true and correct to the best of my knowledge on the date of this application. If any matters arise whereby plans must be modified, I will contact the Liskeard Town Council immediately.

I understand that all documentation requested must be supplied or the application may not be proceed. I have read, understood and agree to the terms and conditions. Where any charges have been applied, I agree to pay the said charge promptly and without delay.

If any of the information on my declaration is found to be untrue or falsified the event may be cancelled. I agree to send proof of public liability insurance to the value of £5 million for standard events and activities or £10M for higher risk activities.

**Signature:**

**Date:**

**SECTION FOURTEEN – ELIGIBILITY FOR HIRE AND CHARGES**

Standard Hire	Commercial Hire
<p><b>Available to charities and not for profit bookings</b></p> <p><b>No charges applicable</b></p>	<p><b>Businesses using the parks to promote products/services or to hold chargeable events</b></p> <p><b>Please contact the Liskeard Town Council Office for hiring fees</b></p>