



Commercial Property

APPLICATION FOR THE USE OF COUNCIL LAND FOR SPECIAL EVENTS

An application for a special event is required 2 months prior to the date of the event. A copy of the application form must be submitted to Commercial Property, the Licensing Authority and the Chief Officer of Police (see notes below).

Nature of Event : -----

Location : -----

Organising Body : -----

Date of Event : -----

Period of Hire : -----

Correspondence Contact : -----

Correspondence Address : -----

We regularly receive enquiries from members of the public/potential stallholders seeking information on special events. Please give a name and telephone number we can give out.

Please give the contact details of a key individual who will be organising the event and be responsible for it's operation on the day.

Contact Name : -----

Contact Numbers (Day) : ----- (Eve) : -----

The following information and documents must be submitted with the application form. If you need assistance or would like to discuss these further, please contact Commercial Property, or the appropriate member of Dacorum Safety Advisory Group (see notes).

Description of event including – timing of setting up, event and clearing away, anticipated numbers attending, details of the activities to take place and a site layout plan.

Copy of Public Liability Insurance Certificate.

Details of any catering for the event.

Risk Management Strategy – copy of risk assessment, safety policy and site safety rules. This should consider the aspects detailed below. This list is not exhaustive, and should be adapted as appropriate to the event:-

Fire safety; Emergency Plan; Communication between organisers during the event; Crowd Management; Transport and vehicles on site; Structures and Certificates, Barriers, Electrical Installation and Lighting, Amusements and Attractions, Sanitary Facilities, Waste Management, Sound (noise and vibration), Special Effects (eg firework and pyrotechnics), Facilities for People with Special Needs, Medical and First Aid Facilities, Child Safety.

Further information can be found in The Event Safety Guide and Managing Crowds Safely, both published by the Health & Safety Executive.

Please note that under the 2003 Licensing Act, activities such as plays, live music, and dance performance are now regulated entertainment and may require a Temporary Events Notice or Premises Licence. Please contact the Licensing Authority if you would like to discuss this.

Will your event include regulated entertainment? Y / N

DEFINITIONS

“The Site” is the area of land being applied for.

“The Event” is the activity for which the site is required.

“The Hirer” is the person or organisation making the application, to use the site, irrespective of whether a fee is charged.

“The Period of Hire” is the total length of time for which the site is required, irrespective of the duration of the event.

CONDITIONS

1. The Hirer hereby indemnifies Dacorum Borough Council (DBC) against all actions costs proceedings claims and demands arising out of any negligent act error or omission of the Hirer, its agents or contractors resulting in loss or damage to property, injury and illness to persons in connection with the Hirer’s use of the site. The Hirer is responsible for all aspects of safety during the period of hire and must ensure that all current legislation is adhered to.
2. The Hirer hereby undertakes to arrange Public Liability Insurance cover for their event (minimum level £2 million). Increased Public Liability cover may be required for larger events. This will be confirmed with the booking permission. Failure to obtain

the required cover invalidates the hiring agreement. The Hirer must hold a current certificate of worthiness for any fairground type rides used and they must also obtain any licences applicable e.g. Temporary Events Notice.

3. The Hirer must provide, stock and maintain in clean working condition sufficient toilets for the number of people attending the event, including provision for disabled people.
4. The site must be kept clean, safe and tidy during the event and handed back in like condition. The Hirer hereby agrees to pay the cost of any repairs, reinstatement work or additional litter clearance necessary as a result of their use of the site. The Hirer is responsible for the removal of all rubbish from the site immediately after the event.
5. The erection of advertising banners and fly-posters is prohibited. The Hirer will be required to pay the cost of removing any such advertising. All permitted forms of advertising must also be removed immediately after the event.
6. Vehicles are not permitted on grassed areas unless previously authorised by DBC in writing. Any areas being re-seeded must be left undisturbed. Authorised vehicles must drive no faster than walking pace whilst on the parkland.
7. The Hirer must make adequate and suitable arrangements for car parking in connection with their event and must contact the Police where there is any likelihood of traffic congestion resulting from the event. Permission must be sought for any car parking on the parkland.
8. For events where a hire fee is charged by DBC, the sum requested must be paid in full, in advance and an official receipt obtained. Cheques should be made payable to DACORUM BOROUGH COUNCIL.
9. Existing access to the site must not be restricted in any way, nor may it be charged for by the Hirer.
10. The Hirer must provide DBC with a complete list of the activities proposed as part of the event, well in advance and at least eight weeks prior to the event. DBC reserve the right to refuse permission for certain activities, at their discretion. The Hirer will bear the cost of cancelling any performance or activity that is refused permission. Please note that certain activities may not be suitable for particular locations. Consideration should be taken of the effect of noise on nearby residents, and you may be asked to notify residents of your event in advance.

ACCEPTANCE OF CONDITIONS

I am the Hirer or a duly authorised agent of the Hirer. I have read these conditions, accept them and agree to abide by them.

Signed : _____ Date : _____

NOTES TO APPLICANTS

Please note that the issue of this form does NOT constitute an acceptance of the Hirer's application to use the site. The white top copy of this form should be completed and returned to Dacorum Borough Council, Commercial Property, Civic Centre, Hemel Hempstead, Herts, HP1 1HH. On receipt of the completed form and the other paperwork requested, DBC will consider the application and notify the Hirer of their decision.

Copies of the application form must also be submitted to:-
Licensing Authority, Dacorum Borough Council, Civic Centre, Marlowes, Hemel Hempstead, Herts, HP1 1HH.

Chief Officer of Police, Hertfordshire Police Dacorum Division, Combe Street, Hemel Hempstead, Herts.

Dacorum Safety Advisory Group Membership and Contact Details

Name	Job Title	Tel No	e-mail address
Herts Highways, South West Area Office (for Road Closures)	Dacorum Team	01727 816000	Alyson.fricker@hertshighways.org.uk
Linda Dargue Dacorum Borough Council	Insurance and Risk Manager	01442 228320	Linda.dargue@dacorum.gov.uk
Deborah Munday Herts Police (for Policing, Traffic Congestion)	Operational Planner Western Area	01923 472086	Deborah.munday@herts.pnn.police.uk
Ann Llelliott / Jon Smith Herts Fire & Rescue Service	Assist Fire Safety Inspector/ Station Commander HH	01442 867118/ 867130	Ann.llelliott@hertsgov.uk Hemel Hempsteadcmdr.a01@hertsgov.uk
Jennifer Young Dacorum Borough Council	Civil Contingencies Co-ordinator	01442 228834	Jennifer.young@dacorum.gov.uk