

Thame Town Council

Holding an Event on Town Council Land for the Queen's Platinum Jubilee Bank Holiday Weekend.

1. Application

Anyone wishing to hold an event on an area of land belonging to Thame Town Council is required to complete the attached application form. Activities run for commercial gain will not be considered by the Town Council. The written request must include the following information:

- The date and times of the proposed event
- Exact details of the nature of the event
- Location of where the event is to be held
- Details of the nominated Responsible Person, who will be required to remain on site for the duration of the event

2. Decision

When all the above information has been provided the Town Clerk will decide as to whether the event can be held, and if there are any other conditions relating to that permission.

3. Use of Facilities

Should permission be granted, the applicant will be responsible for ensuring that after the event, the area is left as found, no portable BBQ's must be used, and all rubbish is collected and removed from the site.

Any damage or time spent by the Council staff in making good the area used will be recharged to the hirer.

If applicable to the event the applicant will be responsible for obtaining all appropriate licenses, provide a risk assessment and public liability insurance.

The organisers must undertake event communication and advertising requirements.

4. Hiring Costs

For residents or community groups wishing to use Thame Town Council, public open spaces to celebrate the Queen's Platinum Jubilee Celebration of the Bank Holiday Weekend no charge will be required.

APPLICATION FOR HIRE OF THAME TOWN COUNCIL LAND

(Please read this form and Conditions of Hire before completing)

info@thametowncouncil.gov.uk

Name of Applicant: Name of Responsible Person organising the Event: Contact Details: Organisations/Club/Residents Association: Type of Event: Date of Event: Time of Event (to-from): -
Address: Telephone/mobile Number: Email:
Location of Thame Town Council Land to be used: Churchill Crescent Play Area Elms Park Recreational Ground Lenthall Green, Lea Park Pearce Way Pickenfield Queen Elizabeth Circle Recreational Area Skate Park Southern Road Recreational Ground (Not available on Saturday 5 June 2022) The Moats, Lea Park Youens Drive *Other (please specify location for approval)
Fee Charged: £ FOC – for the Queen’s Platinum Jubilee Celebration Weekend Thursday 2 June 2022, Friday 3 June 2022, Saturday 4 June 2022, and Sunday 5 June 2022.

I agree to comply fully with the conditions of hire and furthermore specifically acknowledge and understand my legal duty in respect of health and safety arrangements.

Current Public Liability Insurance supplied: *Dependent on type of event* YES/NO/N/A
Risk Assessment supplied: *Dependent on type of event* YES/NO/N/A

*Appropriate Licence: YES/NO/N/A
If Alcohol is to be sold a [Temporary Events Notice](#) will be required from South Oxfordshire District Council.

*Safety Management Plan: **Required dependent on type of event held* YES/NO/N/A

By signing the Form, you are agreeing that Thame Town Council can hold and process your personal data, as provided on and with this Form.

Signature of Applicant:

Date: