

OLD DENABY PARISH COUNCIL

Booking Form- Village Field

Name	
Group or company name	
Contact details	
Date(s) required	
Time required	
Area required:	
Whole or part (please specify)	
Purpose of hire (please give event details)	
Non- emergency vehicle access required? If so, why?	

Charges are dependant upon type of event (ask for confirmation)
Charities and community groups- please ask for charges

Please note: completion of this form does not create a booking, as that will need Parish Council approval. Your event can only go ahead once permission has been given and payment is received. Once approved you will be invoiced for the appropriate charge, and once payment is received a booking confirmation will be issued.

Please send this completed form to the Parish Clerk, by email to: clerk@olddenaby-pc.gov.uk

Please see over for terms of hire

Conditions of hire:-

- These conditions of hire are based upon the information and activities detailed in the booking form provided. Any change to the planned event or activities should be notified to the Parish Council immediately.
- If you require vehicular access to the field this must be specified on booking. Vehicle access should be kept to a minimum, and care should be taken not to allow any other unauthorised access onto the area.
- Hirers are responsible for making good any damage left by vehicles on the site, and for ensuring appropriate motor insurance is in place.
- The Parish Council accepts no responsibility for any theft or damage to motor vehicles on site whether as part of an event or setting up or taking down process.
- The hirer shall leave the ground in the condition it was prior to hire.
- If the event is open to the public then the event organisers must carry out a risk assessment and arrange public liability insurance cover is in place for the activities. Copies of these must be provided to the Clerk to the Parish Council at least 7 days beforehand.
- You should bear in mind that the site is a public place, so any fencing around an event area should still allow for public access on and off the recreation ground.
- No fires shall be held on the site. Barbeques may only be used if kept raised off the ground and weather conditions are suitable.
- Noise must be kept to a reasonable level and should cease by 10pm.
- If the above conditions are not met, the Parish Council reserves the right to cancel, postpone or limit the event. The Parish Council may visit during the event to ensure that all appropriate conditions are adhered to.

I hereby acknowledge receipt of the Old Denaby Parish Council Village Field conditions of hire and agree to abide by the conditions therein.

Signed.....

Date.....