

## Holding an Event on Swaffham Town Council Land

Anyone wishing to hold an event on an area of land belonging to Swaffham Town Council is required to make a formal request in writing to the Town Clerk. The written request must include the following information:

- The date and times of the proposed event
- Exact details of the nature of the event
- A map of the area 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
- A copy of the applicant's Risk Assessment regarding the event
- A copy of the applicant's current Public Liability Insurance

### 1. Decision

When all the above information has been provided the Town Clerk will make a decision as to whether the event can be held, and if there are any other conditions relating to that permission. It may be necessary depending on the request to seek formal approval from the Assets & Open Spaces Committee, so adequate time must be allowed for this to happen.

### 2. Use of Facilities

Should permission be granted, the applicant will be responsible for ensuring that after the event, the area is left as found, 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 licences, providing a Safety Management Plan and undertake event communication/advertising requirements.

### 3. Hiring Costs

The Council reserves the right to charge a hiring fee plus VAT if permission is granted to hold the event. An invoice will be raised and full payment will be required in advance of the event taking place. The day rate will be from 8am-8pm.

	Per Hour	Per Day	Per Week
Recreation Ground	£15	£100	£600
Buttercross	£10	£70	£210
Campingland	£5	£35	£105
War Memorial	£5	£35	£105

Swaffham Town Council regards your privacy as important and any personal information you give to use will be used in accordance with the law. Please read our privacy notice attached or at [www.swaffhamtowncouncil.gov.uk/policy](http://www.swaffhamtowncouncil.gov.uk/policy)

By signing the form, you agree that Swaffham Town Council can hold and process your personal data, as provided on and with this form.

**Application for Hire of Swaffham Town Council Land**  
(Please read this form and Conditions of Hire before completing)

Name of Applicant and Responsible Person Attending the Event:

Address:

Telephone Number:

Email:

Location: Recreation Ground      Campingland      War Memorial      Buttercross  
(please circle)

Organisation/Club:

Type of Event:

Date of Hire:

Time of Hire:  
(Including set up and cleaning after the event)

Current Public Liability Insurance supplied:      YES/NO

Risk Assessment supplied:      YES/NO

\*Appropriate Licences:      YES/NO

\*Safety Management Plan:      YES/NO

\*Required dependent on type of event held.

Will Electricity be required:      YES/NO  
(only available at certain locations)

Will water be required:      YES/NO  
(only available at certain locations)

Will the toilets be required:      YES/NO  
(only available at the Recreation Ground)

**Signature of Applicant:**

**Date:**

For office use only

Date Received		Date Approved	
Invoice No		Invoice paid	
Added to Diary		Added to Book	