



Standard Hire Form

Notes

1. Before completing please read carefully the regulations that accompany this form.
2. Personal Trainers wishing to use the Council's Public Open Space should complete the appropriate form rather than this.
3. For smaller events, we require a minimum of ten working days to process your application. For larger events we will require up to six weeks to process your application.

Applicant's details

Name of Applicant:	Email:
	Daytime Tel/Mobile:
Name of organisation:	Charity Registration Number (if applicable):
Position within organisation (e.g. <i>Chair / Secretary / Events Officer</i>):	
Full postal Address:	Address for invoice (if different):

Premises details

Name of premises:			Purpose of hire (e.g. <i>concerts, forest school, race, private party, etc</i>):			
Date:	From:	To:	Times Required:	Start:	Finish:	Total number of hours:
Day(s) of the week:			Please estimate how many people will be attending:			
Facilities Required: (e.g. <i>whole site or a specific area, car park, access to water/power etc</i>)						

(for hire of the Community Hub only)

Do you require the use of the kitchen? **Yes/No** (please delete as appropriate)

If yes, for what purpose? Are you using it for commercial purposes?

Event details

Please give a brief description of the type of event you will be holding and what activities are proposed. We are particularly interested in whether there will be a bouncy castle, a PA system, a stage, a marquee, a barbecue, food stalls, a fire, and fireworks.

If you are using any of the above, please provide a site plan of where you will be positioning your equipment.

Insurance

It is a requirement of the Council that clubs/organisations hiring council owned facilities have adequate public liability insurance, which includes an indemnity for damage to the Council's property. This also applies to an individual or a group of friends / neighbours organising an event that is open to the public. Where an individual or a group of friends / neighbours are organising a private event, where they will only be inviting their friends/family to attend and the person completing this form retains the liability and it is their decision as to whether they take out insurance.

Please put an X in the box next to the appropriate statement below

- I am a private individual / representative of a group of friends / neighbours organising a small private event. I do not have public liability insurance but I accept liability for the event.
- I am a private individual / representative of a group of friends / neighbours organising a public event and my public liability insurance policy details are stated below:
- I am an authorised representative of a club/organisation and our public liability insurance policy details are stated below:

Name on Policy:	
Insured by:	
Policy Number:	Limit of Indemnity: (Minimum £5,000,000)
Start Date:	Expiry Date:

Please read the enclosed regulations before signing this application. *(if this form is returned by email we will accept "yes" in the signature field)*

By signing the following declaration you are confirming and agree to comply with:

- I have read the enclosed regulations and agree to abide by them.
- to be personally responsible for the fees & charges in respect of this hire or letting.
- to provide an up to date and comprehensive risk assessment.
- that to the best of my knowledge the information provided on this application is accurate and that if there are any changes to be made at a later date these will be agreed with Tetbury Town Council.
- the information provided will be held in accordance with the General Data Protection Regulations 2018.

Signed:	Print Name:
Position:	Date:
For and on behalf of <i>(name of club/ organisation if applicable)</i> :	

Contact Us

If you require further information please contact us using the details below:

Tetbury Town Council, 63 Long Street, Tetbury, Glos GL8 8AA

T: + 44 (0)1666 504670

E: admin@tetbury.gov.uk

W: www.tetbury.gov.uk

We will not begin to process your application until we have received all of the required information.