

**HIRE OF THANET DISTRICT COUNCIL PREMISES FOR AN EVENT  
HIRE REQUEST FORM 2012**



For the first time we are imposing deadlines on events organisers so that we can review and revise papers in good time. We shall expect to receive Land Hire requests including a comprehensive risk assessment, at least 18 weeks in advance of the event date and all final additional documents, such as third part insurances, food hygiene certificates etc at least 12 weeks in advance of the event. Once all additional paperwork has been received, we will then give (or refuse) consent for the event at least 12 weeks in advance of the event.

**This will allow organiser's to market their event in good time but any costs incurred prior to final consent will be at the organiser's own risk.**

<b>Title of Event</b>			
<b>Dates of Event</b>	From		To:
<b>Which venue would you like to use?</b>			

<b>Opening Hours</b>	From:		To:
<b>Is this a free event</b>	Yes	No	Cost
<b>Set up and take down dates</b>	Set up from:		Take down until:

<b>Number of people you expect to attend your event? Also include this information in your risk assessment</b>	<b>How many stewards are you providing? Also include this information in your risk assessment</b>	<b>Name of organisation providing 1<sup>st</sup> Aid Also include this information in your risk assessment</b>	<b>Number of 1<sup>st</sup> Aiders attending your event Also include this information in your risk assessment</b>

**Please give a description of your event** *(NB Your description will be used for publicity purposes i.e., featured in the events listings on the Council's intranet, and should be written with this in mind.)*

**Please give the event organisers full contact details:**  
E-Mail address:

Please return this form to: Events, PO Box 9 Cecil St., Margate CT9 1XZ  
Tel: 01843 577638 Fax: 01843 577686

Telephone (daytime)	(Evening)

<b>Address for future correspondence: (Block caps please)</b>	
Postcode:	
<b>May we use these contact details for publicity purposes or to give to interested parties?</b>	
(Please delete as appropriate)	Yes
If no which number and name may we release	
Name	Tel:

<b>ATTRACTIONS</b>	<b>Please give names and contact details of operator(s) N.B. Continue on separate sheet if there is insufficient space to list all operators</b>	<b>Documents to be submitted</b>
Funfair/ Childrens' Rides  YES  NO	Name:  Address:   Tel:	For each ride..... ADIPS Risk Assessment Public Liability Insurance for £5 million
Bouncy Castle  YES  NO	Name:  Address:   Tel:	As above
Firework Display  YES  NO	Name:  Address:   Tel:	For each operator/display Risk Assessment Public Liability Insurance for £5 million
Lasers & or Strobes  YES  NO	Name:  Address:   Tel:	For each display  As above
Catering Outlets YES NO	Name:  Address:	For each outlet..... Food hygiene certificate

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	Tel:	Registration Certificate Public Liability Insurance for £5 million Risk Assessment
Licensed Bar  YES NO	Name:  Address:  Tel:	Licence required: Please contact Licensing on 01843 577432 Risk Assessment £5 million Public Liability Insurance
Musical Entertainment  YES  NO	<i>Please describe nature of music e.g. live band with amplification etc</i>	Public Liability Insurance for £5 million or current equity card <b>NB</b> A public entertainment licence may be required and advice should be sought. (See event guidelines)
Commercial trade stands & charity stalls. YES  NO	<i>Please state how many and include 5m public liability for each stall holder</i>	Public Liability Insurance for £5 million
Does your event require electricity ( <i>Please tick as appropriate</i> )		Yes    No
Does your event require a water supply ( <i>Please tick as appropriate</i> )		Yes    No
This application has been completed by:		On behalf of:
(Name)	Organisation:	

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Application Fee Enclosed in the amount of £ .....(cheques to Thanet District Council)  
NB For debit or credit card payment call 01843 577638

Risk Assessment Enclosed Yes

Public Liability Insurance for £5 million enclosed Yes

**Please use this section to outline the programme for your event giving as much detail as possible. This will be passed to our Visitor Information Centres. (Include separate sheet if necessary.)**

**Continue – *description of event***

**If your event has received financial support from Thanet District Council you will be expected to feature our logo on your publicity material. Additional ways of acknowledging our sponsorship are listed below please tick to indicate which of these methods you will employ.**

- a) Display of TDC banners
- b) Include our logo on literature
- c) Invite Chairman of Council or Senior Member of Council to open the event
- d) Acknowledge the council's contribution in press releases and advertising
- e) Other

**(Please Note: For a copy of our logo please contact us on 01843 577169  
You must also call this number before publishing any literature or advertising to gain our approval of the draft.)**

**Once you have confirmation that your event is going ahead you can publicise free of charge on our website. Visit [www.thanet.gov.uk](http://www.thanet.gov.uk) to access the community portal.**

## **Please return:**

- Your completed form
- All supporting documentation and insurances
- Your completed risk assessment
- Land hire payment

Please bear in mind that although we are in contact with the Emergency Services it is the responsibility of the organisers to ensure that the Emergency Services are aware of the event and to arrange their presence if necessary. Again, please give them plenty of notice of the event, and consult with them as necessary.

We hope that you will find our guidance notes helpful in the planning of your event and completion of your application. However, should you have any difficulties or questions regarding any aspect of your event please do not hesitate to contact the events department.

The Council operates a scale of fees and charges for the hire of land. This is to cover the cost to the Council of administering applications for land hire and the scale of charges is as follows.

<b>CATEGORY</b>	<b>FEE</b>
Commercial Event	£450
Registered Charity	£50
Neighbourhood Projects	£50
Mobile Caravan/Trailer Public Service Information	£80
Mobile Caravan/Trailer Small commercial exhibition	£130
Commercial Promotions	£350
Standard Event	£130
Fireworks on council land for private/commercial event	£250
Land hire for Fairgrounds & Circus	Quotes given based on amount of space required

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## **MEMORANDUM OF AGREEMENT**

Subject to the approval of your request, the following conditions must be adhered to. Please read, complete where necessary and return with your completed hire request form.

### **Conditions of Hire: I HEREBY**

1. Undertake to indemnify the Council against all claims, proceedings, demands, costs, charges, expenses and damages whatsoever arising out of or in connection with the use of the said property under the provisions of this Agreement, unless due to any act or neglect of the Council and to effect appropriate insurance to the satisfaction of the Council with an insurer approved by the Council.
2. Undertake responsibility for reinstatement and cleaning of the said property if required following event.
3. Undertake responsibility for obtaining any additional permissions or consents required for event, including submitting copies to the Council, of appropriate insurance (£5 million public liability) for other users of the said venue which is not covered under the hirer's insurance.
4. Undertake to advise the Performing Rights Society of any musical performance at your event including live and recorded music.
5. Undertake acceptance of any liabilities for loss or damage of any equipment or materials made available by the Council.
6. Undertake to comply with the Sunday Observance Act 1780 (as amended), the Health and Safety at Work Act 1974, the Environmental Protection Act and all other relevant statutory provisions.
7. Confirm that no livestock will be offered as prizes during the course of the event.
8. Confirm that all event publicity signs/posters will be displayed in accordance with the Town and Country Planning Act 1990 and the Town and Country Planning (Control of Advertisements) Regulations 1992.
9. Confirm that we enclose a proposed site plan for the event.
10. Confirm that we enclose a full Risk Assessment of the event.
11. Confirm that all the information given is correct and that we have read and understood all information given by the Council with regard to this event.
12. I/ We accept that any costs incurred, before final permission is granted is at our own risk.

Signed ..... Date .....

Print Name ... Position in Organisation

For & on behalf of ..... (organisation)

Address .....

.....Postcode .....

Telephone no ..... Email .....

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