

ATTRACTIONS	Please give names and contact details of operator(s) N.B. Continue on separate sheet if there is insufficient space to list all operators	Documents to be submitted
Funfair/ Childrens' Rides YES <input type="radio"/> NO <input type="radio"/>	Name: Address: Tel:	For each ride..... ADIPS Risk Assessment Public Liability Insurance for £5 million
Bouncy Castle YES <input type="radio"/> NO <input type="radio"/>	Name: Address: Tel:	As above
Firework Display YES <input type="radio"/> NO <input type="radio"/>	Name: Address: Tel:	For each operator/display Risk Assessment Public Liability Insurance for £5 million
Lasers & or Strobes YES <input type="radio"/> NO <input type="radio"/>	Name: Address: Tel:	For each display As above
Catering Outlets YES <input type="radio"/> NO <input type="radio"/>	Name: Address: Tel:	For each outlet..... Food hygiene certificate Registration Certificate Public Liability Insurance for £5 million Risk Assessment
Licensed Bar YES <input type="radio"/> NO <input type="radio"/>	Name: Address: Tel:	Licence required: Please contact Licensing on 01843 577432 Risk Assessment £5 million Public Liability Insurance

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

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 to access the community portal.

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.

Signed Date

.....

Print Name ... Position in Organisation

For & on behalf of (organisation)

Address

.....Postcode

Telephone no Fax no

Email

Please return the completed form and a copy of the insurance certificate to: Events, Thanet District Council, PO Box 9, Cecil Street, Margate, Kent CT9 1XZ. Tel: 01843 577638 Fax: 01843 577686

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