

**APPLICATION FORM FOR
HIRE OF SPACE FOR PROMOTIONAL, ARTS AND COMMUNITY USE
(HIGH TOWN, HEREFORD)**

Please ensure you have read the General Guidelines before completing this application.

Name of activity:

Activity location: HIGH TOWN, HEREFORD – Exact plot to be confirmed.

Event date:Event time: START.....FINISH.....

PLEASE NOTE THAN WE CAN ONLY NORMALLY OFFER THE EXHIBITION TRAILER UNTIL 3.30PM

Section One - Organiser Details

- Name of organisation:
- Name of event organiser/s:
- Company/Charity Registration Number:
- Contact address:
.....
- Postcode: • Mobile No:
- Tel. No. Home:..... • Fax No.:
- Tel. No. Work: • E-mail Address:

Section Two - Activity Details

- Description of event proposed (including any items to be sited on the highway, nature of display materials, petitions, etc):
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.....
.....
- Area Required (sq. ms):
(this box must be completed)

No. of people attending
(from your organisation):

- Is this a (please tick one box only)

Registered Charity event Commercial
 Not for Profit

- Do you intend to utilise or permit any of the following attractions at the site? If so, please tick the appropriate boxes.

Information stall	<input type="checkbox"/>	Live music	<input type="checkbox"/>
Exhibition unit	<input type="checkbox"/>	Live entertainment	<input type="checkbox"/>
Motor vehicles	<input type="checkbox"/>	Marquees	<input type="checkbox"/>
P.A. system	<input type="checkbox"/>	P.A. System Portable Staging	<input type="checkbox"/>
Leaflet Distribution	<input type="checkbox"/>	Electrical Supply required:	
Signed Petition	<input type="checkbox"/>	13A (standard 3 pin)	<input type="checkbox"/>
Council Trailer: (up to 3.30pm)	<input type="checkbox"/>	16A (3 pin caravan style)	<input type="checkbox"/>
		32A (3 pin caravan style)	<input type="checkbox"/>

Other: (please specify)

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Note: Please supply as much information as possible on all of the items above. After this application has been submitted, no additional items may be included without the express consent of Herefordshire Council.

Section Three - Insurance

- Event Organisers are required to hold a current policy of Insurance in respect of Public Liability or Third Party risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council's Risk and Insurance Section and Legal Section. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.
- Organisers will be required to produce evidence of their insurance cover.

Note: All public liability documentation must be sent to us with signed contract before the Event. Failure to comply will result in the Council refusing to grant permission for the holding of the event.

Section Four - Site Plan

- You will be issued with a High Town map, once we have received and processed your application if successful. This will show the location that has been allocated for your display/event/promotion.

Section Five - Application

- We aim to process your application within two weeks of receipt.
- We will advise you if your application is successful and what the costs and any specific conditions will be.

We will also write to you if you application has been rejected.

- If successful, two contracts will be sent to you, both are to be signed and returned to Herefordshire Council with hire fee, and copy of public liability insurance. Please note we accept cash, cheque and credit/debit card payments.

If permission is granted for this event, I hereby agree to comply with the conditions set out in this form, the advice notes in the booklet, and any departmental terms and conditions and all reasonable instructions given by any authorised Officers of the Council.

I have read and understood these conditions and agree to be bound by them.

Signed: Date:

Position in organisation:

Please send this completed form, together with any supporting documentation to the following: Herefordshire Council, Markets, Fairs and Street Trading Section, County Offices, PO Box 233, Bath Street, Hereford, HR1 2ZF, Fax 01432 260991, e-mail kprice@herefordshire.gov.uk

DATA PROTECTION ACT: The information on the application form is required to process your application and to administer this service. It may contain personal data about you. As the data controller of that information, Herefordshire Council will process that personal data in accordance with the provisions of the Data Protection Act 1998.

Where necessary we may share this personal data with partner organisations for the protection of public funds administered which may include the prevention or detection of fraud and auditing purposes.

If you have any concerns as to the use of your personal data please contact the Council's Data Protection Officer on 01432 260516

OFFICIAL USE ONLY			
Event Ref. No	Dated Received	Contract Sent	Contract Returned
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