



HEREFORDSHIRE
COUNCIL

**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.....

Section One - Organiser Details

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

Section Two - Activity Details

- Description of event proposed:
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Area Required (sq. ms):

(* the above box must be completed)

No. of people attending:

Display Material (e.g. tables, etc):

- 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"/>
Hire of Council Trailer:		16A (3 pin caravan style)	<input type="checkbox"/>
Small	<input type="checkbox"/>	32A (3 pin caravan style)	<input type="checkbox"/>
Large	<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 the appropriate department.

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

- Please mark the location on the enclosed map (EAD 936/1 page 8) showing your preferred (subject to our final approval) positions of your stall, marquee, arena, exhibition unit etc.
- The map should be returned to us along with this application form.

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: Client Services, Herefordshire Council, PO BOX 236, Hereford, HR4 9ZH, Fax 01432 260991, e-mail kprice@herefordshire.gov.uk

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