



Bradford on Avon Town Council

Please be prepared to answer the following questions in order to apply to hire Westbury Gardens owned by Bradford on Avon Town Council. If successful, formal consent will be issued which incorporates the *Terms and Conditions for hire*.

This application together with all other necessary documentation must be submitted to:

Bradford on Avon Town Council  
St Margaret's Hall, St Margaret's Street, Bradford on Avon, BA15 1DE  
Tel: 01225 864240  
E-mail: [office@bradfordonavontowncouncil.gov.uk](mailto:office@bradfordonavontowncouncil.gov.uk)

at least **eight weeks** prior to the event. Failure to comply may result in your application being unsuccessful.

<b>Bradford on Avon Town Council APPLICATION FOR THE HIRE OF WESTBURY GARDENS, BRADFORD ON AVON</b>			
<b>SECTION ONE – ORGANISER'S DETAILS</b>			
Name of event:			
Name of organisation:			
Name of organiser/s:			
Contact address:			
Tel No (day):	Tel No (eve):	Mobile No:	
Fax No:	E-mail address:		
Date/s of event:			
Date and time of entry for build-up:		Date and time of show breakdown:	
BOOKING ID	INVOICE NO:	INVOICE SENT:	INVOICE PAID:
<b>SECTION TWO – EVENT DETAILS</b>			
Description of proposed event:			
Is this a <i>(please tick one box only)</i>			
<input type="checkbox"/> Charity Event	<input type="checkbox"/> Fund Raising Event		
<input type="checkbox"/> Commercial Event	<input type="checkbox"/> Non Profit Making Event		
<input type="checkbox"/> Community Service Event			
For Charity Event, please name charity:			
Charity Registration Number:			
Will all income raised go to the charity concerned? <i>(please tick one)</i>			
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If No, please give details:			



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<b>SECTION TWO – EVENT DETAILS CONTINUED</b>		
Start time each day:	Finish time each day:	
Date site will be vacated after the event:		
Is the event free of charge? <i>(please tick one)</i>		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will you be selling admission tickets? <i>(please tick one)</i>		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Please provide a realistic estimate of the number of people <b>likely</b> to be involved in and attracted to the event <i>(please complete one)</i>		
Less than 100	100-249	250 - 499
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>SECTION THREE – INSURANCE</b>		
<p><i>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).</i></p> <p><i>The council stipulates that the limit of indemnity shall not be less than £5 Million but it remains the responsibility of the organiser to take independent professional advice to determine the appropriate level of cover having regard to the nature of their operation and the perceived level of risk. The council reserves the right to require a higher limit if deemed necessary.</i></p> <p><i>Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub contractor, caterer etc. who they have instructed/authorised to appear at the event.</i></p> <p><b>Please Note:</b> <i>All documentation must be produced no later than six weeks before the event. Failure to comply may result in the council refusing to grant permission for the holding of the event.</i></p>		
<b>SECTION FOUR – VEHICLES AND TRAFFIC</b>		
<b>Banners/posters</b>		
Do you intend to use banners or posters? <i>(if yes please give details):</i>		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Please provide full details of all planned signage as written approval may be required from Wiltshire Council highways or the police (photographs or artwork may be requested):		
<b>Note:</b> <i>The council reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers.</i>		



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**SECTION FIVE – ATTRACTIONS**

Do you intend to utilise or permit any of the following? *(please tick all that apply)*  
Some of these attractions may not be permitted at all sites

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Mass Toy Balloon Launch | <input type="checkbox"/> Portable Generator      | <input type="checkbox"/> Food Fairs                     |
| <input type="checkbox"/> Motor Vehicles          | <input type="checkbox"/> Electrical Appliances   | <input type="checkbox"/> Market Stalls                  |
| <input type="checkbox"/> PA System               | <input type="checkbox"/> Animals                 | <input type="checkbox"/> Arts / Crafts                  |
| <input type="checkbox"/> Alcohol                 | <input type="checkbox"/> Re-enactment Groups     | <input type="checkbox"/> Carnival/Procession            |
| <input type="checkbox"/> Plays/ Street Theatre   | <input type="checkbox"/> Living History or Other | <input type="checkbox"/> Other <i>(please specify):</i> |
| <input type="checkbox"/> Live Entertainment      | <input type="checkbox"/> Barrier / Fencing       |   |
| <input type="checkbox"/> Live Music              | <input type="checkbox"/> Lost Children Point     |   |
| <input type="checkbox"/> Recorded Music          | <input type="checkbox"/> Car Boot Sale           |   |
| <input type="checkbox"/> Portable Staging        | <input type="checkbox"/> BBQ / Hog Roast         |   |
| <input type="checkbox"/> Scaffold Structures     | <input type="checkbox"/> Food Vendors            |   |
| <input type="checkbox"/> Marquee                 | <input type="checkbox"/> Gas Cooking Appliances  |   |
| <input type="checkbox"/> Fairground Rides        | <input type="checkbox"/> Mobile Catering Vans    |   |
| <input type="checkbox"/> Inflatables             | <input type="checkbox"/> Refreshments            |   |

**Fairgrounds**

Name of fairground proprietor:

Please tick appropriate type of fairground:

- |  |  |
|--|--|
| <input type="checkbox"/> Full size commercial fair | <input type="checkbox"/> Children's rides only |
|--|--|

Number of adult rides:

Number of children's rides:

*The funfair owner must provide all safety inspection reports (AIDPS) and risk assessments for all amusement rides along with a copy of their Public Liability Insurance.*

Refreshments, details of vendor(s):



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**SECTION SIX – HEALTH & SAFETY**

Who have you appointed to manage health and safety at the event and what qualifications do they have?

Please provide details of first aid arrangements.

What temporary structures are being provided? (e.g. marquees, performance staging, landing craft staging, scaffold towers, gantries etc)

If a marquee is to be used please provide the following information:- size of marquee, number and size of fire exits, confirmation that the marquee fabric is flame-retarded, details of any proposed emergency lighting, seating plan; if appropriate and details of any cooking which may take place in or near the marquee.

Please provide details of any inflatable play equipment - for example a bouncy castle or an inflatable slide:

*Please enclose a copy of the fire retardant certificate and written evidence that the inflatable equipment is being properly maintained. (Please note that PIPA is one of only two safety inspection / maintenance schemes recognised by the HSE the other is ADIPS).*

Please provide details of mobile catering units and gas appliances such as portable stoves, BBQ's or Hog Roast Spits:

Give details of any lighting being provided for the site:

How will electrical power be provided for the event?

What means are being provided for firefighting? (Give locations of fire points, details of extinguishers to be provided).

How many volunteer / SIA trained stewards are you proposing to have, giving details of numbers, training, communications etc?

Are there any activities planned for your event that may create unacceptable noise levels to local residents or businesses?

Yes  No

Details:

If so, please outline what steps are to be taken to minimise the problem and ensure the noise is not excessive?

**SECTION SEVEN – WASTE**

Please provide details of your waste management arrangements:

Have arrangements been made for recycling and removal of litter?

Yes  No

Contact details of contractor dealing with recycling and refuse removal.

Name: Telephone Number:



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**SECTION EIGHT – MISCELLANEOUS**

**Ground Reinstatement** - Are there any activities that may cause damage to the site?

- Yes  No

Details, this may include damage to hedges, grassed areas, seeded areas, footpaths, road surfaces, trees, shrubs, foliage etc.

What measures do you have in place to reduce the risk of damage to the site?

**SECTION NINE – LICENSING**

Do you require any of the following licenses? (*Please tick*)

- |                                |                              |                             |                                       |
|--------------------------------|------------------------------|-----------------------------|---------------------------------------|
| Alcohol and /or entertainments | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Already have |
| Street Trading                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Already have |
| Road Closure Order             | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Already have |
| Street Collection Permit       | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Already have |

**Costs** – *There is no charge for the use of land requested for 'Registered Charities but **there is an administration charge of £25.** However for other commercial and profit making events there is a charge of **£200.00 including administration fee** payable by cheque.*

*(Cheques should be made payable to "Bradford on Avon Town Council").*

*Signing this application means that you agree to pay the charge.*

**SECTION TEN – ENCLOSURES**

I enclose the following documents (*please tick*)

- |   |   |
|---|---|
| <input type="checkbox"/> A. Certificate of Public Liability Insurance (min £5m) | <input type="checkbox"/> B. Programme of Events     |
| <input type="checkbox"/> C. Site Plan   | <input type="checkbox"/> D. Management Plan         |
| <input type="checkbox"/> E. Emergency Plan                                      | <input type="checkbox"/> F. Risk Assessment         |
| <input type="checkbox"/> F. Noise Management Plan (if relevant)                 | <input type="checkbox"/> G. Traffic Management Plan |

**SECTION ELEVEN – DECLARATION**

I \_\_\_\_\_ on behalf of \_\_\_\_\_ confirm that the information given in this application is true to the best of my knowledge.

I understand that I should supply any documentation requested or the event may not proceed.

I have read, understood and agree to the terms and conditions. Where a charge has been applied, I agree to pay the said charge promptly without delay.

I understand that should I be found to have falsified any information the event may be cancelled.

I agree to send proof of public liability insurance to the value of £5,000,000 either with this application or at least fourteen days prior to the event.

Date:

Name:

Signature: