



Application for event 2026-27

Section 1 – Applicant Details

Name of event	
Name of organisation	
Name of hirer/ person responsible for the event	
Address	
Telephone	
Mobile	
Email	

Section 2 – Event Details

Green Space	Westbury Gardens Barton Farm Country Park Victory Field Culver Close Other, please specify
Date(s) of event	
Date & time of entry	
Date & time of exit	
Event description	
What type of event is this? <i>(please select one box only)</i> Commercial Charity Community Fund raising	
If this is a charity event, please provide the following information Name & Address of charity: Charity registration number: Will all income raised go to the charity? Yes No If no, please give details:	
Is this a ticketed event? Yes* No *Please see Ticked Event Condition in Section 8	
How many people are likely to attend the event including staff and vendors etc?	



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Section 3 – Advertising

Do you intend to use banners or posters?

Yes, I'd like to advertise using a banner or posters on council property/ land*

Yes, I'm advertising on private/ public property and have permission from the land or property owner

No

*Please see **Banner policy** in Section 6

Section 4 – Vehicles

Will any vehicles be driving onto the green space before or after the event to facilitate set up and/ or pack down? Yes No

If yes, please give details including where they will be parked during the event

Section 5 – Attractions & Entertainment

Does your event include any of the following? *(tick all that apply)*

Animals	Recorded music	Mobile catering vans
Motor vehicles	Carnival/ procession	BBQ/ hog roast
Inflatables	Market stalls	Portable Generator
Fairground rides*	Alcohol	Electrical Appliances
PA system	Food stalls	Gas cooking appliances
Live music	Mobile catering vans	
Other, please specify:		

***If fairground in operation, name of proprietor:**

What temporary structures are being used?

Portable staging Scaffold structures Marquee Gazebo(s) Barrier/fencing

Other, please specify:

None

Section 6 – Charges and Terms & Conditions

Event Size / Duration	Charity/ Community/ Fundraising	Commercial	Alcohol
Small (<3 hours)	£25	£50	£25
Half Day (3-5 hours)	£55	£110	£55
Full Day (>5 hours)	£100	£200	£100

Charges are per site, per day (24-hour period 12.01am – midnight 12.00am)

Please return the completed form to: Bradford on Avon Town Council, Kingston House Office, Kingston Road, Bradford on Avon, Wiltshire BA15 1ES or via email: greenspaces@bradfordonavontowncouncil.gov.uk



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A non-refundable £25 admin fee applies to all bookings

Pavilion Hire

- Culver Close, Victory Field, Poulton: Optional additional £25 per day.

Alcohol

- Alcohol must be declared at the time of booking.
- An additional charge applies for events serving alcohol.
- Appropriate licences and insurance must be provided by the hirer if alcohol is sold or served.

Banners

- £20 for a two-week period at the Tennis Courts OR St Margaret's Hall. OR one week free for charity/ community fundraising.
- Includes poster displays on town council notice boards (we may not be able to display a poster at the Westbury Gardens notice board as this is reserved for council activity).

Facilities

- The town council cannot provide water or electricity for stalls
- Alcohol vendors must comply with Licensing Act 2003 and provide potable water.

Ticketed Event Condition

- For all events other than where full profits are donated to a registered charity, a 5% fee of ticket sales will be applied.
- Hirers are required to provide evidence of ticket sales within 7 days of the event, and the corresponding invoice must be paid within 14 days of the event (total 7+7 days)

Surcharges

- All hirers are to take their waste away with them after the event. A surcharge of £100 will be made for any additional cleaning/ clearing up/ waste removal that may be necessary.
- If the booked time is exceeded or facilities used that were not included in the booking, the addition cost will be invoices after the event at the applicable hire rate.

Cancellation

When a cancellation of a booking is received in writing or via email, the following amounts are payable with a booking fee of 1 hour.

- 28 days or more in advance – 25% payable
- 27-21 days in advance – 35% payable
- 20-14 days in advance – 50% payable
- 13-7 days in advance – 85% payable
- 6 days before due date – Full amount payable

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Banner charge: Yes, Tennis Courts £20.00 Yes, St Margaret's Hall Railings £20.00 No Free Tennis Courts <u>OR</u> St Margaret's Hall	Event size charge: £ Pavillion hire: Yes £ 25.00 No Alcohol charge: Yes, amount £ No Admin fee: £25.00 Total cost of hire: £
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Section 7 – Documents & Licences

1. <u>Certificate of Public Liability Insurance</u> 5 million 10 million Enclosed To Follow 2. <u>Event Management Plan</u> Enclosed To Follow 3. <u>Risk Assessment</u> Enclosed To Follow 4. <u>Noise Management Plan</u> Included with EMP Enclosed To Follow Not Applicable 5. <u>Traffic Management Plan</u> Included with EMP Enclosed To Follow Not Applicable 6. <u>Temporary Event Notice (TEN)</u> Enclosed To Follow Not Applicable 7. <u>Temporary Structure & Building Permit</u> Enclosed To Follow Not Applicable 8. <u>Site map/description of event layout</u> Included with EMP Enclosed To Follow Not Applicable 9. <u>Load in and break-down schedules</u> Included with EMP Enclosed To Follow Not Applicable 10. <u>Other (please specify):</u>
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Section 8- Declaration

I confirm that I have read and understood the Terms and conditions for green space event hire (dated April 2026) and agree to abide by them. By typing my name below, I consent to use an electronic signature, which is legally binding and confirms my agreement to all terms. Signature: Date:
