

USE OF COUNCIL OWNED / MANAGED LAND

Please complete this form and return it as early as possible, at least **3 MONTHS** in advance of the event. **The Council reserves the right not to consider bookings received less than 2 months before the event.** Completed forms to be returned (together with a completed health and safety risk assessment, copy public liability insurance cover and a detailed site plan) to Open Spaces & Facilities at facilities@eastcambs.gov.uk

Name of Event Organiser:	
Name of Organisation:	
Contact Address:	
Email Address:	
Tel No's:	
Name of Event:	
Date of Event:	
Person responsible for Health & Safety: Contact details i.e. name, address, telephone number and email address, of person responsible for Health & Safety <i>(This SHOULD NOT be the main event organiser)</i>	
Expected Attendance: (If over 500 persons qualify to attend ECDC SAG) *	
Ely Event locations: (including address)	
NB: If hiring Palace Green & Ely Park, in Ely you MUST obtain permission from the Dean & Chapter as landowner and the Bursar at Kings School before proceeding – please write to Jocelyn Palmer, Visitor Experience Manager, Ely Cathedral, Chapter House, The College, Ely, Cambs CB7 4DL and ask for the permission of the Dean & Chapter, as landowner, to the event being held. In addition, please write to The Bursar, The Kings School, Bishop's Palace, Palace Green, Ely, Cambs, CB7 4EW, just informing them that you will be holding the event as they are tenants of Palace Green and need to use the emergency access	Please enclose confirmation of permissions received from Ely Cathedral and the Kings School
Dates and times premises required:	Event open to public (state times) Access to site required (state times)

<p>Details of Event: (Please specify all components, stall games etc)</p>	
<p>Please state whether the event will involve any type of music and/or dancing and if YES – the type and duration</p>	<p>YES / NO</p>
<p>Please state whether it is a fundraising event and if YES - whom will the funds be donated to?</p>	<p>YES / NO Name of Charity: How much was raised last year:</p>
<p>If not a charitable/non profit-making event please confirm if the use is for a commercial purpose, i.e. are you charging an admission fee?</p>	<p>YES / NO</p>
<p>Public Toilets: If you require any of our public toilets to be opened outside of normal hours (details of which can be found at www.eastcambs.gov.uk/content/public-toilets) please specify which toilet and the hours of opening required. Please note there will be a charge of £20 + VAT per additional hour of opening</p>	
<p>Any other requirements: e.g. Jubilee Gardens only: electricity, extra bins & extra rubbish collections etc, please refer to conditions of hire. The hirer is responsible for making any additional arrangements in liaison with appropriate persons/ organizations</p>	
<p>Will food & drink be sold at the event: If food and/or drink is to be sold, please contact Environmental Services, East Cambridgeshire District Council on 01353 665555 with a full list of all food vendors and/or drink stands, to include names, addresses and contact numbers, 8 weeks before the event.</p>	<p>YES / NO</p>
<p>Will alcohol be sold at the event: If yes, you must obtain a Temporary Event Notice – please contact Licensing Officer, East Cambridgeshire District Council on 01353 665555</p>	<p>YES / NO</p>

* Please refer to the conditions of hire for further details of ECDC's SAG – Safety Advisory Group

PLEASE ENCLOSE WITH COMPLETED FORM THE FOLLOWING:

- 1. COPY OF PUBLIC LIABILITY (Insurance Cover)**
- 2. HEALTH & SAFETY RISK ASSESSMENT**
- 3. SITE LAYOUT PLAN**
- 3. If using Palace Green, Ely confirmations from Ely Cathedral & the Kings School are required.**

Please note that the booking is conditional on the Hirer obtaining all the necessary licenses and if these are not obtained before the event, the Council reserves the right to refuse permission to use the Premises.

By completing and returning this form, I agree on my behalf and on behalf of the organisation above to comply with and be bound by the Conditions of Hire.

Signed Dated