



Steeton-with-Eastburn Parish Council

BOOKING FORM FOR OUTDOOR EVENTS version 1.1

NOTES FOR COMPLETING FORM

Complete section A (Details of event, site required and organiser)

Complete and sign section B (Declaration)

SECTION A

EVENT NAME:

SITE REQUIRED:

DATE OF EVENT:TIME: FROM TO:

NAME OF EVENT ORGANISER:

ADDRESS OF ORGANISER:

TEL NO: EMAIL:

DOES YOUR EVENT INCLUDE ANY OF THE FOLLOWING LICENSABLE ACTIVITIES (PLEASE TICK)

(Please note schedule 2 in terms and conditions of booking)

LIVE MUSIC RECORDED MUSIC PERFORMANCE OF A PLAY DANCING

Please write below, which activities named above or alternatively any other activity not mentioned that will be the main focus of the event.

.....

.....

ANTICIPATED NUMBER OF PARTICIPANTS/SPECTATORS AT EVENT: 0 – 499 500+

NB: THE SALE OR DISTRIBUTION OF ALCOHOL ON COUNCIL LAND IS STRICTLY PROHIBITED.

SECTION B

I agree to rent the site in accordance with the Terms and Conditions of Letting and in accordance with any additional advice/recommendations made by Steeton with Eastburn Parish Council.

Signed on behalf of the Organisation: Date:

Name: Position:

Signed on behalf of the Council: Date:

Name: Position:

Please make sure you have fully completed and enclosed the following:

Tick

Completed section A	
Signed declaration in section B	
Enclosed details of Public Liability Insurance	
Enclosed layout plan of event site (where applicable)	

Please return to:

**The Clerk
Steeton-with-Eastburn Parish Council
Steeton HUB
Skipton Rd
Steeton
BD20 6FE**

Or:

clerk@steeton-with-eastburnparishcouncil.gov.uk

TERMS AND CONDITIONS OF LETTING

1. DEFINITIONS AND INTERPRETATIONS OF TERMS USED IN THIS DOCUMENT

- 1.1 **'Site'** means the land at Keighley Road Recreation Ground **OR** Corn Mill Green.
- 1.2 **'Hirer'** means the person or Organisation stated on the Booking Form and includes the Hirer's successors in the title and where the Hirer comprises more than one person the obligations and liabilities of that party under this Agreement shall be joint and several obligations and liabilities of those persons.
- 1.3 **'Term'** means the period(s) for which the Site is let specified in the Booking Form.
- 1.4 **'the Council'** means Steeton-with-Eastburn Parish Council.
- 1.5 **'Specified Documents'** means the documents specified in Schedule 1.
- 1.6 **'Event'** means the event for which the site is being let stated on the Booking Form.
- 1.7 **'Operators Requirements'** means the requirements set out in Schedule 4.
- 1.8 **'Site Manager'** means the hirer or a person appointed by the Hirer and notified to the Council as the person responsible for managing the site throughout the Term and responsible for ensuring compliance with this Agreement.
- 1.9 **'Operator'** means a person responsible for the safe operation of equipment, apparatus or attraction on the Site throughout the period of hire.
- 1.10 **'Nominated Officers'** means officers of the Council or other agency nominated by the Council to undertake a role on behalf of the Council in relation to the Site and the Event, ie representative of Bradford Council Safety Team or the Emergency Services.
- 1.11 **'Engineer'** means a professional person qualified in the relevant discipline and competent to carry out appropriate checks and calculations to provide certification of the satisfactory condition and usage of structures, equipment etc.
- 1.12 **'Electrical Requirements'** means the requirements for the safe operation of devices and all electrical equipment brought onto the Site, which are detailed in Schedule 5.
- 1.13 **'Safety Certificates'** means those documents certifying the safety of electrical equipment and apparatus detailed in Schedule 2.
- 1.14 **'Emergency Requirements'** means the requirements needed to deal with emergencies on the Site during the Event, detailed in Schedule 6.
- 1.15 **'General Requirements'** means the general requirements in relation to the Site and the Event detailed in Schedule 7.

2. TENANCY

- 2.1 The Council lets and the Hirer takes the Site for the Term on the respective dates set out in the Booking Form.
- 2.2 All lettings will be at the discretion of the Council or its representatives, who may refuse lettings if they consider it in the interests of the Council to do so.
- 2.3 The Council is not responsible for any loss of or any damage to vehicles parked on its premises, or their contents.

3. CONDITIONS PRECEDENT

- 3.1 At least **28** days prior to the commencement of the Term the Hirer shall submit to the Council the Specified Documents.
- 3.2 If the Hirer fails to adhere to the above, then on the expiry of 7 days (or a notice taking immediate effect where the Safety Certificates have not been produced) after notice has been served upon the Hirer specifying the breach, the Council may cancel this Agreement without liability for any losses sustained by the Hirer as a consequence.

4. HIRER'S OBLIGATIONS

The Hirer agrees with the Council:

4.3 Prohibitions

The Hirer shall **not**:

- 4.3.1 Use the site for any other purpose than for the Event.
- 4.3.2 Open the Event earlier than 9am or close later than 8pm.
- 4.3.3 Carry out performances of regulated entertainment without grant of a Premises License, Temporary Event Notice or consent from the Local Authority holding the Premises License. See schedule 2 for definitions of regulated entertainment.
- 4.3.4 Play any music of any description after 8pm on any day and shall keep all music to an acceptable volume adhering to any direction by the Council's Environmental Health Department.
- 4.3.5 Carry on at the Site any unlawful game or illegal betting.
- 4.3.6 Permit the sale or distribution of alcohol nor any drunkenness or disorderly conduct on the Site.
- 4.3.8 Encroach on any other land of the Council or on any highway with any stalls, stands, equipment, vehicles, or other things of any description.
- 4.3.9 Commit any nuisance or any act or thing which may be or become a source of danger inconvenience or annoyance to the Council or the owners or occupiers of any neighboring property.
- 4.3.10 The sale of and/or the giving away of goldfish as prizes at funfairs and any other events.
- 4.3.11 Bring any non-domestic animals onto the site.
- 4.3.12 Have any open fires or Fireworks displays or individuals/public displays.

4.4 User

- 4.4.1 To keep and maintain the Site in a clean and tidy condition and to remove from it all rubbish but not to burn any rubbish on or near the Site.
- 4.4.2 To keep the Site properly and sufficiently lighted for the purpose of the Event, if applicable.
- 4.4.3 To conduct the Event in an orderly, safe and proper manner.
- 4.4.4 To provide all necessary equipment.
- 4.4.5 Where applicable, to provide proper adequate and hygienic sanitary conveniences on the Site for the Hirer's staff and the public which shall accommodate both sexes and people with disabilities to the entire satisfaction of the Council.
- 4.4.6 To observe all statutory and other provisions bylaws and regulations for the time being in force and applicable to the Site and any activities done by the Hirer upon it.
- 4.4.7 To observe all reasonable instructions by the Council in relation to the operation of the Event and any particular ride machine or apparatus and in particular to adhere to an instruction to cease the use of any ride, machinery or apparatus if it is deemed dangerous or unsatisfactory.
- 4.4.8 To appoint a Site Manager and inform the Council of his or her identity.
- 4.4.9 Where applicable, to comply at all times with the Operators Requirements.
- 4.4.10 Where applicable, to comply at all times with the Electrical Requirements.
- 4.4.11 Where applicable, to comply at all times with the Emergency Requirements.
- 4.4.12 Where applicable, to comply at all times with the General Requirements.
- 4.4.13 Where applicable to comply with all recommendations made by the Public Safety Liaison Group.

4.6 Indemnity and Insurance

- 4.6.1 To keep the Council fully indemnified against all costs claims expenses demands charges or liability of any description arising out of or in connection with this Agreement and the holding of the Event on the Site.
- 4.6.2 To effect and maintain a policy of insurance with insurer's approved by the Council for such amount as the Council may from time to time require in respect of the liability of the Hirer under clause 4.6.1. and provide a copy to the Council.

4.7 Permit Entry by the Council

To allow the Council and all persons authorised by the Council including emergency services and health and safety organisations to enter the Site at any reasonable time prior to and during the Event for the purposes of ascertaining whether the Terms of this Agreement have been complied with or for any other lawful purpose. Failure to do so may lead to postponement or cancellation of any event.

4.8 Yield Up

Upon the expiration of each of the respective Terms to deliver up the Site to the Council and in a clean and tidy condition to the satisfaction of the Council's surveyor or other authorised officer and to repair any damage which may occur to the land including footpaths and carriageways crossing or bordering the Site.

5. THE COUNCIL'S OBLIGATIONS

The Council agrees with the Hirer to permit the Hirer peaceably and quietly to hold and enjoy the Site for the Term without any interruption or disturbance from or by the Council or any person claiming under or in Council for the Council.

6. PROVISOS

6.1 Re-entry

If and whenever during the period of this Agreement:

6.1.2 There is a breach by the Hirer of any undertaking or other term of this Agreement or

6.1.3 An individual Hirer becomes bankrupt or

6.1.4 A company Hirer:

Enters into liquidation whether compulsory or voluntary (but not if the liquidation is for amalgamation or reconstruction of a solvent company) or Has a receiver or administrative receiver appointed or the Hirer enters into an arrangement for the benefit of his creditors. The Hirer has any distress or execution levied on its goods.

The Council may serve on the Hirer notice immediately terminating this Agreement or re-enter the Site or any part of the Site in the name of the whole at any time (and even if a previous right of re-entry has been waived) and then the Terms will absolutely cease but without prejudice to any rights or remedies which may have accrued to the Council against the Hirer in respect of any breach of undertaking or other term of this Agreement.

6.2 Cancellation

In the Event of the Site or any part of it being required by the Council for any other purpose the Council may cancel and revoke this Agreement as regards any or all of the Terms by serving notice on the Hirer not later than 4 weeks before the commencement of the event.

6.3 Carrying Out of Works in Default

If the Hirer shall fail to carry out any of its obligations under this Agreement the Council may at its discretion but without being under any obligation to do so carry out any such works or acts and the cost of doing so (as certified by the appropriate Council Officer) shall be a debt due from the Hirer to the Council who shall be entitled to recover the same.

6.4 Notices

6.4.1 In this document:

"The Council's Address" means the address of the Council shown on the Booking Form of this Agreement or such other address as the Council may from time to time notify to the Hirer as being its address for service for the purposes of this Agreement.

"The Hirer's Address" means the address of the Hirer shown on the Booking Form of this Agreement or such other address as the Hirer may from time to time notify to the Council as being the address for service on the Hirer for the purposes of this agreement.

6.4.2 Any notice or other communication given or made in accordance with this document shall be in writing and may be in writing and may be posted or emailed or faxed to each party's address or may be handed to the Site Manager or, in respect of the Council, the Council's authorised representative.

SCHEDULE 1

Specified Documents

(To be submitted to the Council at least 28 days prior to the commencement of the term)

- Certification of insurance cover - Public Liability insurance in accordance with clause 4.6. and not less than £5,000,000. (Five Million pounds)
- Where applicable, written confirmation of membership of Showmen's Guild or equivalent organisation.
- Where applicable, Public Safety Liaison Group Form.
- Risk Assessments.
- Emergency Evacuation and Contingency Plans.

SCHEDULE 2

Certificates

(To be provided to the Council prior to public admission)

- Where applicable, Certificate of Electrical Safety - signed by an Electrical Engineer (prior to public admission).
- Where applicable, Certificate of Safety Inspection and Fitness - signed by an Engineer - for Fairground apparatus (by arrangement prior to public admission).
- Where Applicable, Premises License or Temporary Event Notice - for performances of regulated entertainment. (See notes on Licenses below)

The following kinds of entertainment are subject to regulation and will need either a Premises License or a Temporary Event Notice in accordance with the Licensing Act 2003.

1. Plays;
2. Film exhibitions;
3. Indoor sporting events;
4. Boxing or wrestling exhibitions;
5. Live music (including karaoke);
6. Recorded music;
7. Dancing by the public or performers;
8. Any entertainment similar to that described in 5, 6 or 7 above;

Application for a Premises License must be served on the Licensing Authority at least 2 months before the event takes place. NB: the Council does not have Premises Licenses for its land, so all hirers would need to obtain a Premises License.

Exemptions from the requirement of a Premises License

- Films which are solely or mainly to demonstrate a product, advertise goods or services, or provide information, education or instruction;
- Films as part of an exhibition in a museum or gallery;
- TV and radio broadcasts, providing they are shown "live" and not recorded;
- Religious meetings or services;
- Entertainment in places of public religious worship;
- Garden fetes (unless held for private gain);
- Entertainment provided in a moving vehicle;
- Morris dancing;
- Incidental entertainment.

What does "incidental entertainment" mean?

Consent for regulated entertainment is not needed when the entertainment is provided for background entertainment. This is sometimes a difficult area and further advice on this issue can be obtained from the Licensing Team. Examples include:

- *a supermarket playing background music (people go there to shop - the music is not an influencing factor);*
- *music during keep fit classes (people are there to exercise);*
- **incidental music** – *the performance of live music or the playing of recorded music if it is incidental to some other activity which is not itself regulated entertainment. This would include a brass band playing at a gala day because the brass band is not the main focus of the entertainment;*
- *dance classes (people are there to learn to dance);*
- *a pub jukebox playing in the background (people are there to drink, the music is not an influencing factor).*

Temporary Event Notice

For one off events and Special Occasions a Temporary Event Notice can be served on the Licensing Authority and Police for licensable activities that fall into the following categories;

- Less than 500 people attending;
- Lasting for not more than 96 hours, with a break of at least 24 hours thereafter;

A Temporary Event Notice (TEN) can be submitted to the Council and West Yorkshire Police. **Notice must be served at least 10 clear working days before the actual day of the event.**

This notice allows the licensable activity to take place at a premise that is not currently licensed, or to hold activities that an existing licence does not permit. This would include for example:

- Selling alcohol at a school fete;
- Providing regulated entertainment where the current licence does not permit this;
- Staying open to sell hot food in to the night on a special occasion (e.g. New Years Eve);
- Selling alcohol after the hours the normal licence permits, e.g. for a special occasion;
- An amateur dramatics group putting on a play in unlicensed premises.

NB: the Council does not permit the sale or distribution of alcohol on any of it's land or buildings.

SCHEDULE 3

Additional Information

(To be submitted to the Council at least 28 days prior to the commencement of the term)

Information Required Prior to Occupation of Site

The Hirer shall supply to the Council an Event layout plan, to a suitable scale, showing, where applicable:

- The location of stalls, rides, apparatus, arena, displays.
- Any areas to be kept clear for access of safety reasons.
- First aid posts and any Ambulance parking Site.
- Toilet accommodation including provision for disabled persons.
- Water supplies.
- Storage provision for fuel (gas/petroleum).
- Generators and other power supplies.
- Seating/standing areas, marquees and tents etc.
- Fire fighting equipment.
- Headquarters - an area or structure for which the Event will be controlled by the site manager.

SCHEDULE 4

Operator's Requirements

- Operators of adult rides and devices must be 18 years of age or older.
- Operators of slow-moving devices and stalls must be 16 years of age or over and must receive appropriate training before taking control of the ride or stall.
- All Operators must receive appropriate training prior to operating any ride or stall.
- Every operator must have full knowledge of the function of all normal and emergency operation controls and of the proper, safe use of the device.
- Every Operator shall be fully aware of the Emergency Evacuation Procedure relevant to each Site.
- All Operators shall comply with "Fairgrounds and Amusement Parks - Guidance on Safe Practice" published by the Health and Safety Executive (HSE 175). A copy of this document must be available, on Site, at all times for inspection.

SCHEDULE 5

Electrical Requirements

All electrical installations and equipment will comply with the general requirements of the Electricity at Work Regulations 1989.

All portable generators or power supplies must be suitably guarded and the installation checked, approved and certified by a suitable Electrical Engineer before operation.

Installation

All electrical equipment will be installed, so far as is reasonably practicable, so that interference by the public or unauthorised employees cannot gain access. All equipment exposed to weather will be suitably protected.

All electrical installations will be fitted with Earth Leakage Circuit Breakers and Earth Spikes.

Generators

All portable generators for electrical power supplies will be appropriately located and guarded from unauthorised persons. All generators will be fuelled by Diesel, fitted with Earth Leakage Circuit Breakers and earth spikes.

Cabling

Wherever possible, cables will be routed or buried so that they will not cause a tripping hazard or be crushed by vehicular traffic. Armored cabling will be installed for hazardous voltages e.g. those which could cause electric shock if damaged, protecting against contact with sharp edges or crushing by heavy loads.

- Suspended overhead cables must have a minimum vertical clearance of 17 feet from the ground and a minimum horizontal clearance of 3 feet on either side of the normal passage space for vehicles.
- Additional advice is contained in HSE Guidance Document GS50 - (2nd Edition) – "Electrical Safety at Places of Entertainment". Further guidance notes are also available from the Council and can be supplied on request.
- Appropriate lighting is provided, if necessary, in areas to which the public have access.
- All access/egress points shall be made so that they are easily identified.
- Emergency lighting is provided in all enclosed structures and apparatus, and about the Event site when the Event is held in the hours of darkness.

SCHEDULE 6

Emergency Procedures

The requisite number of trained stewards shall be provided, one per 200 people, and shall be identified as such with high visibility waistcoats or armbands, where appropriate two-way radio communication shall also be provided.

Where the size of an event makes it necessary for public safety and effective crowd control a public address system will be required. The size and type will be at the Safety Team's request. A public address or loudhailer system is available to instruct the public at the Event.

An emergency evacuation and contingency plan should be provided to the Council at least 28 days prior to the commencement of the term in accordance with Schedule 1 (Specified Documents)

Access and egress routes (at least 3.7 metres wide and 3.1 metres minimum gate width) for the Emergency vehicles are kept clear at all times and confirmed to the Emergency Services on inspection prior to public admission.

A First-aider possessing a suitably recognised current qualification, equipped with a First-Aid box containing the appropriate contents is readily available in the event of treatment needing to be administered.

An equipped First-Aid Point may be required at some Events and arrangements may be needed to have a Doctor on call.

Advice can be sought on medical provision by contacting West Yorkshire Metropolitan Ambulance Service on Tel: 01924 889734.

The Council must receive details of any reportable accidents as notified to the Health and Safety Executive.

STRUCTURES

Structural calculations and details are required of any temporary structures, tents, stages, temporary seating or grandstands that are proposed for use at the Event. This information must be provided at least 28 days prior to the Event.

Tent fabrics together with materials and drapes or linings used in conjunction with any temporary structures must be flame retardant (to BS 5438 and 7157).

SCHEDULE 7

General Requirements

All stakes/pegs used for securing marquees/tents are adequately protected in areas that area accessible to the public.

No rope, shackles or any form of hitching will be attached to any trees on the Site.

Vehicular access requiring the pruning of trees must be agreed beforehand with a nominated officer of the Council.

Any vehicles driven in the Event Site must adhere to a maximum speed of 5 mph.

All dogs accompanying Funfairs and Circuses are securely tethered behind suitable fencing, immediately adjacent to living quarters and at an appropriate distance from the main Event. The Dogs (Fouling of Land) Act 1996 shall be adhered to where applicable.

No fly-post advertising of the Event takes place on Highways, streets and other areas under the Council's control - illicit fly-posting will lead to the booking being cancelled.

The use of Liquid Petroleum Gas appliances can cause a significant risk to health and safety. Your attention is drawn to the advice contained within Technical Memorandum No 56 LPG 'Temporary LPG Installations for Catering at Outdoor Functions by the LP Gas Association, telephone number 01737 224700.

Consideration should be given to the effect that inclement weather will have upon your Event and should weather conditions deteriorate to a point where significant damage will be caused by vehicle equipment withdrawal, an exit strategy must be agreed between the site manager and a nominated officer from the Council prior to vehicles exiting the site. Failure to comply will lead to re-instatement costs being passed to the site manager.

Vendors supplying food for sale must be indicated in the initial application and inspected on site to ensure compliance with Environmental Health Regulations 1990, Environmental Protection Act 1990 and any conditions requested by the Fire Authority.

The Council must be notified in the initial application should there be any intention to provide a funfair with the event. Failure to comply will lead to exclusion of the funfair from the event.

Inspection of structures, staffing or seating before members of the public are admitted may be required by officers of the Council and Emergency Services.

Any requests for events or rallies of a political nature must be accompanied by a full description of the event and the name of the group responsible for it.

The nominated officer must be informed of all extra equipment devices, special effects, advertising material or other appliances to be used in connection with the Event, and the nominated site manager shall comply with the requests of the Safety Team with regard to their use.

The site manager shall request the appropriate number of temporary parking discs and these must be displayed at all times, users shall also ensure that whilst accessing and egressing the site, vehicular speeds must be kept to a minimum and no greater than 5 mph and that the parking of vehicles must not interfere with Paragraph 5. Vehicles without the appropriate parking disc will not be allowed on site.

The Council reserves the right at all times to delay, postpone or cancel any event for which it considers public health and safety has not been given adequate priority.