



EAST GOSCOTE PARISH COUNCIL

AGREEMENT FOR THE USE OF THE JUBILEE PLAYING FIELD FOR VILLAGE EVENTS GUIDANCE FOR ORGANISERS OF EVENTS

Proposed Event:

Date:

Permission for the use of the Jubilee Playing Field for village events is given by East Goscote Parish Council. Applications should be made to the Clerk at the Parish Office, East Goscote (clerk@eastgoscoteparishcouncil.org.uk) giving the following information:

- The title and purpose of the event
- Activities to take place the event (including the selling of refreshments and alcohol)
- The target audience of the event and the expected numbers attending
- Outline provision for security, insurance, health and safety, and risk assessment at the event
- Arrangements for parking
- Toilet arrangements

Your application needs to be received at least two months in advance to the date of your proposed event. This is to enable enough time for your application to be discussed at a Parish Council meeting. Dates of these meetings are available on the Council's website; <http://eastgoscote.leicestershireparishcouncils.org/>

If permission is granted by the Parish Council for the event to be held it would be a condition of the event taking place:

- That the Council receives a copy of the risk assessment, insurance certificate and proof of application of the appropriate licences
- That the event finishes at 10.30 pm and is cleared away (including litter) by 11.00 pm
- That any damage to the playing field is repaired or is repaired by the Council and recharged to the organisers
- That the police are notified of the event

All equipment used at event is at the organiser's risk and should, where required, be covered by their insurance. The Parish Council has no responsibility for loss or damage to equipment used at the event.

Further information is available from the Clerk.

Liz Pizer
Clerk