



GREENSPACE GROUP

Application for the use of open space or Park Land in Waltham Forest

(Completion of this form does not give permission for use. Agreement for use, with terms of hire, will be given in writing to the person making this application if approved.)

PLEASE ANSWER ALL QUESTIONS

1. Full Name of Applicant
(Block capitals, state whether Mr Mrs Miss or Ms)

Address
.....

Tel No. Home Business

2. Organisation

Address

Date(s) required:

Times from am/pm to am/pm
(Inclusive of preparation and clearing away)

Actual time during which members of the general public will be present
From am/pm to am/pm

3. Location of site/s required

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4. Details of event to be presented

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5. Numbers of persons expected to attend

6. Average age of persons expected to attend

7. Will music be provided, if so, give details
* See note 2 at the end of the form

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8. Will you be requesting the Council to provide any of the following services?
* See note 2 at the end of the form

Electricity Supply	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes please attach full details of equipment to be used.
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Stage Platform	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes please state your full Requirements and indicate Location required.
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Equipment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes please state your full Requirements.
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Requirements

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9. Is it proposed to charge an admission fee? Yes No

If yes – what will your charge be Adult Child

10. Are alcoholic drinks to be made available? Yes No
(If yes – please contact the Catering & Bars Manager on 020 8496 2377)

11. Have the Police been notified of your proposed arrangements? Yes No

12. Will changing, washing and toilet facilities be required? Yes No

13. Will vehicular access to the site be required? Yes No

14. What car parking arrangements are proposed? Yes No

15. How many stewards will be on duty? Yes No

16. What arrangements will be made for clearing the site of rubbish etc., after your event?

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17. How will the event be publicised?

I am over 18 years of age

Signature

On behalf of

Dated day of 200.....

PLEASE RETURN THIS FORM TO THE GREENSPACE GROUP AT THE ADDRESS ON THE FIRST PAGE.

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Note 1: Any organisation / hirer using a Council site for the promotion of an event must indemnify the Council, in writing against any accidents or incidents that might arise in connection with the arrangements made and will have to produce to the Council Insurance Officer at the Town Hall, Forest Road, Walthamstow, E17 4SY (Tel. No. 020 8527 5544 Ext 4289) an insurance policy covering the Council's interests for approval.

Note 2: Hirers will be responsible for compliance with all relevant licensing requirements and in this connection where pop music type concerts are performed the Council will require a minimum period of notice of **FIVE MONTHS** to enable the application to be considered and for the necessary licence to be obtained. In all other cases application must be made at least **THREE MONTHS** before the date of which the event is due to take place.

Note 3: Where applications are agreed organisations / hirers will be expected to accept and abide by and conform to any terms and conditions that the Council may make in respect of the use of the site and undertake to pay any costs involved by the Council incurred in connection with the event, supply of services, hire of equipment and with the reinstatement of the site following the function.