

Puddletown Area Parish Council

Orchard Meadow – Booking Form/Event Application

Possible risks at the site:

Areas of open water; Buried electric cables and water pipes; & it is a public open space, members of the public – incl. children - may be present at any time.

1. Please submit your application the Clerk of the Parish Council for confirmation and acceptance of booking.
2. Please give at least 1 months' notice prior to event date.

Section 1 – Your details

Name of organisation	
Contact name (the responsible person in charge of event preparation and during the event)	
Contact address incl. postcode	
Email	
Website	
Telephone	
Mobile contact number on the day	

Section 2 – Event details

Name of event				
Proposed date/s				
Proposed times				
Agreed donation (if applicable)	£			
Have you obtained all necessary permissions/licenses?				
Copy of public liability insurance	Provided (required):	Yes		
Is access to Water / Electric required. (£10 access charge).	Water	Y / N	Electric	Y / N
Brief description of your event				
I accept the attached terms & conditions	Accepted			
Signed/Dated				

Section 3 - For PC use

Date O.K?	
Agreed with Councillor responsible for Orchard Meadow	
PC confirmation/notified applicant	

Orchard Meadow – Event Terms and Conditions

1. You are responsible for; The safety of the event and people manning and attending; The safety of the general public using the site at the same time who may be affected by the event. Please inspect the site and carry out your own risk assessment, Copies to be supplied to the parish Council before the event.
2. You are responsible for the condition of the site during your period of use and for the cost of rectifying any damage. Please confirm the position of buried services before inserting any stakes in the ground.
3. Please ensure the site is clear of any litter and rubbish at the end of your event. The cost of removing any residual debris may be charged if you don't remove it.
4. Vehicles are only permitted on-site on the reinforced trackway and then only for the purposes of the event. Any vehicle movements should be safely managed. For the safety of site users, other vehicles are not permitted on the site.
5. To gain vehicle access to the site and utilities please contact the Parish Clerk.
6. To prevent nuisance to neighbouring properties, generators are not permitted on the site.
7. The electric and water supplies on the site may only be used with permission and a charge may be made.
8. You are responsible for obtaining any licences/permissions that may be needed.
9. You must be adequately insured (up to £5m) against public liability. A copy of the policy must be supplied before you can use the site.
10. No event or activity on site to carry on after 11pm
11. All noise must be kept to a reasonable level.
12. No fires on site other than raised barbeques.
13. No entry is permitted into the swale or stream.
14. It is the event organisers responsibility to ensure that the site and the play equipment are properly used by those attending your event.
15. The information on the booking form is required to ensure that events do not clash and are organised safely to protect participants, other users of the park and event organisers.
16. Data Protection – Puddletown Area Parish Council will hold this information for the purposes of ensuring a safe event and will only share it with other organisations as required.

Please return completed form to: Michelle Harrington
Clerk to the Parish Council
34 Egmont Road,
Poole
Dorset
BH16 5BZ

E-mail: clerk@puddletownareaparishcouncil.gov.uk Tel: 01202 670105

ADVISE TO USERS OF ORCHARD MEADOW

The following advice is intended to help you plan your event but it is not exhaustive. You are responsible for ensuring your event is properly organised.

Licensing

If you're organising a temporary event and want to serve or sell alcohol, provide late night refreshment, or put on regulated entertainment, you'll need to complete a temporary event notice (TEN).

For the purpose of a TEN, a temporary event is a relatively small-scale event attracting fewer than 500 people and lasting no more than 168 hours.

See guidance and application forms provided by Dorset Council.

<https://www.dorsetcouncil.gov.uk/business-consumers-licences/licences-and-permits/event-licences/temporary-event-notice.aspx>

Services available

On the site is a piped water supply and a mains electricity supply is available (portable generators are not permitted) – if you wish to use these please contact the Clerk.

A charge may be made for the use of these supplies:

Electricity 50p/unit

Water £1.00/cu.m.