



## St Mewan Parish Council

### APPLICATION FORM

Name of requesting individual, organisation, or group:
Registered Charity Number (if applicable)
Contact Address:
Contact Email:
Contact telephone number(s) Mobile:
Organiser in charge of event and contact telephone number for public enquires:
Requested date of event(s): Location:
Is this a charity, community, commercial or private event?
Description and purpose of event (please include as much details as possible): Please use additional A4 sheet if required:
Target audience:
Approximated numbers attending this event:
If parking is required in the Playing Field, please indicate the number of vehicles that will be parking in the Playing Field:
Traffic Management will be required. Please supply details of your traffic management plan:

Contact numbers of all Traffic Management Marshalls:

Traffic Marshalls must wear Hi Vis Vests

Setting up time:

Event opening time:

Event closing time:

Clearing down time:

Will any of the following be on site (please tick):

- Licensed Bar
- Fairground Equipment (rides, roundabouts, bouncy castles etc)
- Special Carnival or Novelty Acts
- Trade Exhibition Stalls or Stands
- Activities involving children.
- Static Food Stands and Mobile Stands
- Toilet provision (give details)
- Other Items/Please specify:

Please detail your arrangements for the clearing and removal of litter (we advocate that you recycle your waste wherever possible):

Please provide details of your TEN (Temporary Events Notice) if applicable:

Please provide details of any sound or public address system you are intending to use:

<ul style="list-style-type: none"> <li>• Public Liability Insurance Policy Number (minimum £5million indemnity required)</li> <li>• A copy of the public liability insurance policy, risk assessment and child protection policy (if applicable) will need to be presented to the council and deemed satisfactory by a council officer before approval of you event is granted.</li> </ul> <p>Name/address of policy holder:</p>
<p>Please detail how you will propose to notify the residents who live directly adjacent to the Playing Field?</p>
<p>Please state whether you would like details of your event posted on the parish council website/social media site. YES/NO</p>

### Document Checklist

I confirm the following documents will be presented to the Council in advance of the event:

Public Liability

Risk Assessment

Child Protection Policy

Details of music to be used.

I confirm that the above details are correct at the time of filling out this form and if any changes are made with regards to the event itself, I will inform the Council immediately and submit any amendments for approval.

Hirer:

Sign:

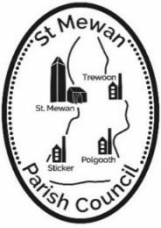
Date:

By signing this form, you consent to St Mewan Parish Council holding your personal data for the purpose of following up your enquiry and authorise the Council to contact you in order to process your booking. Please refer to the Council's Privacy Policy at

<https://www.stmewanparishcouncil.gov.uk/UserFiles/Files/Policies/Privacy%20Policy.pdf>

AND YOU HAVE READ THE FOLLOWING LINKS PROVIDED <https://www.cornwall.gov.uk/media/rvapctdm/cc-guidance-for-small-and-community-events.pdf>

<https://www.cornwall.gov.uk/business-trading-and-licences/licences-and-street-trading/alcohol-and-entertainment-licence/apply-for-a-temporary-event-notice/>



## St Mewan Parish Council

### HIRE AGREEMENT

The Hirer agrees to observe and perform the provisions and stipulations contained in the 'Conditions of Hire' attached to, and forming part of, this document.

Name of Hirer:

Event:

Hire Period:

Hire Fee:

Signature of Hirer:

Date:

By signing this form, you consent to St Mewan Parish Council holding your personal data for the purpose of following up your enquiry and authorise the Council to contact you in order to process your booking. Please refer to the Council's Privacy Policy for further information at <https://www.stmewanparishcouncil.gov.uk/UserFiles/Files/Policies/Privacy%20Policy.pdf>

In consideration of the Hirer paying the Hire Fee and lodging the required Bond, the Council agrees to permit the Hirer to use the Playing Fields for the purpose of the event described during the Hire Period.

Signed on behalf of  
St Mewan Parish Council:

Date:

Please return Pages 1 – 4 to: Mrs W Yelland, Tre-Bethan, The Chase, Sticker, St Austell PL26 7HL or scanned copies by email to <mailto:clerk@stmewanparishcouncil.gov.uk>  
Telephone: 07464 350837



# St Mewan Parish Council

## Playing Fields and Open Spaces

### FEES AND CONDITIONS OF HIRE

#### Type of Event Fee

##### Details

Friends group events:	If associated with raising income for Trewoon Playing Fields	Free let
Community or Charity events:	Up to 200 people	Free
	Up to 500 people	Free
Commercial, promotional or private events:	Full day	TBA
	Half day	TBA
Bond:	If no vehicles to be taken onto the grounds	£100
	Use of Vehicles/Heavy Plant (e.g. generators)	£500

(The Bond, to be paid by BACS to St Mewan Parish Council, will be held until after the event. This will be returned once it is ascertained that the Park is in the same condition as before the hire).

#### Applicants are reminded:

The organiser must obtain the council's permission before committing him/herself to organising this event.

No section of the Playing Fields may be fenced off and no restrictions to entry may be made and no charges levied on persons entering the Playing Fields, without obtaining special permission from the Council.

1. No heavy vehicles or equipment may be moved on or off the Playing Fields between the hours of midnight and 6am, to minimise disturbance to neighbouring residences, except in exceptional weather conditions.
2. All litter must be removed from site within one hour of the close of the event.
3. No vehicles may be taken onto the ground without permission of the Council.
4. Any damage done to the surface of the site must be reported to St Mewan Parish Council at the earliest opportunity and the damage made good as quickly as possible to the Council's satisfaction.
5. **Byelaws** – The event organizer(s) shall observe & comply with Council Byelaws.
6. **Stage/PA Equipment** – Any stage or PA equipment must be positioned on the ground as directed by an appropriate Council Officer.
7. **Noise control** – Noise levels generated by the event and specifically by the use of PA equipment must be kept to a minimum throughout the duration of the event, so as not to

unduly disturb other users of the ground or occupants of surrounding commercial or residential properties. Advice on appropriate noise levels should be sought from Cornwall Council's Licensing Department 0300 1234 100

8. **Temporary Events Notices/Public Entertainment License** – All stipulations of a Temporary Events Notice (TEN) must be observed and adhered to, as advised by Cornwall Council's Licensing Department. Hirers are responsible for obtaining a Public Entertainment License.
  9. Any catering units or food stalls must comply with appropriate food hygiene regulations as advised by Cornwall Council's Environmental Health Department.
  10. Trade Stalls – all stipulations of a Street Trading License must be observed and adhered to as advised by Cornwall Council's Street Trading Department Trade stalls will require a Temporary Street License if they are within 7m of a Public Highway.
  11. The organiser will submit details of the music which is to be used at the event and the period of time for which it will be used. Once the event has received the Council's permission, those details will be sent by the Council to PRS for Music.
  12. **Event cancellation:**
    - Events may be cancelled by either party given due notice if the condition of the Playing Fields deteriorates due to inclement weather. In this case the hire fee and Bond will both be returned.
    - If an event is cancelled within 5 working days prior to the event, the Bond will be returned to the hirer but the hire fee will be forfeited.
  13. The application form (pages 1 – 3) and the Hire Agreement (page 6) must be completed and sent to the Council. When permission is given, the Council representative will sign the Hire Agreement, which will then be returned to the Hirer at the address given on the application form. The booking will be confirmed when the signed Lease Agreement, the hire fee and the Bond are in the hands of the Council.
  14. The risk assessments are the event organiser's documents and should reflect the significant hazards from the event, including COVID-19 and identify the measures that need to be taken to ensure that people are safe as well as to comply with Health and Safety law. Risk assessments for COVID-19 will need to be active during the whole event and a person will need to be responsible for reviewing risks and mitigation measures as the event takes place.
- As human behaviour plays a significant role in achieving a safe environment, communication prior to the event, as well as instruction and supervision during, will be essential. Attendees should be signposted to the NHS webpages for information on symptoms of COVID-19 and asked not to attend the event if symptoms develop. Attendees who develop symptoms while at the event should be advised to leave the event immediately if they are able to, using private transport to return to their accommodation/residence. Should an incident occur which requires investigating under Health and Safety legislation, your risk assessments and arrangements to implement and manage control measures will be considered as a part of any investigation. If you become aware of positive cases of COVID-19 who attended your event, you should report the suspected outbreak to: Public Health England Health Protection team 0300 303 8537.

Mrs W Yelland  
Clerk to the Council

Reviewed & Re-Adopted: 8<sup>th</sup> May 2024 Minute No: AC31/24s