

Lawford Parish Council



Application to use a **Lawford Parish Council** Playing Field for an event
Please complete and return to the Parish Council

Date:

School Lane/Riverview/Waldegrave Way*

**Delete as appropriate*

Please note: NO FLAMMABLE SKY LANTERNS ARE TO BE RELEASED FROM LAND OWNED BY LAWFORD PARISH COUNCIL

Name of Organisation:	
Date of event:	
Time of event:	
Description of the event:	
Is there an Event Organising Committee:	
Designated Contact Person:	
Address:	
Contact telephone Numbers:	Tel: Mob:
Third Party / Public Liability Insurance obtained? <i>Please supply a copy</i>	
Confirmation that the Police have been informed	
If appropriate, has Lawford Football Club Committee been consulted?	
Is there to be a bar serving alcohol to the public?	
Please supply a copy of the Temporary Events Licence if applicable	
Have local residents been informed	
Risk Assessment Completed? <i>Please supply a copy</i>	

The parish council reserve the right to ask a representative to attend a full council meeting two months before the event date to explain how the event organisation is progressing and to answer any questions.

AGREEMENT between RESIDENT and LAWFORD PARISH COUNCIL

I agree that if any damage occurs to the area (turf or other amenity) that it will be my responsibility to restore the area to the condition prior to access being given. In order to ensure there is no dispute regarding the condition prior to access, I understand photographs may be taken of the area, before and after the event takes place.

I understand that the council reserve the right to ask me, or a representative from the organisation arranging the event, to attend a full council meeting before access is granted to provide information about the event.

I understand that the council will arrange to meet me and/or my representative at an agreed place and time, so that the gate(s) key(s) can be signed for. The meeting place and time should be arranged with the council's clerk, by telephoning 01206 395898 or emailing lawfordpc@btconnect.com

I understand that access will NOT be given before approval has been granted and this agreement has been signed.

Please note: the information provided will be kept on file.

Print Name:

Signature:

Date:

For Lawford Parish Council

Lawford Parish Council (LPC) agrees to give access to its playing field, to cater **ONLY** for the event described above.

Print Name:

Signature:

Date:

Agreed at Council meeting of:

Minute ref: