



GROUND HIRE APPLICATION FORM GROUND HIRE FOR EVENTS

Throughout Bromley there are about 90 parks and open spaces, which are available for hire for organised events, provided that certain conditions are complied with.

Generally:

1. We require that the ground is “returned” to us in the same condition as the organiser found it with all rubbish being cleared from site and any damage to the grounds being rectified.
2. That the organiser is responsible for the wellbeing of:
 - a) their team of assistants etc, and
 - b) members of the public – these people must behave in a reasonable and responsible way, so as not to bring the good name of Bromley into disrepute.

We are keen to have the Borough’s Parks and Open Spaces used and enjoyed by all of our residents and neighbours and will support all reasonable requests to ensure their successful use.

There are a small team of experienced staff within the Environment & Leisure Services Department who are known as the ‘Events Section’, who are available for onsite guidance and support.

CONDITIONS OF HIRE

1. EVENT CLASSIFICATION

Generally, events may be divided into three categories:

- a) Commercial and/or large events – where these are run for business purposes, (but not necessarily for profit) and events likely to attract crowds of between 5-30,000 people.
 - b) small events run purely for the benefit of Charities or voluntary organisations.
 - c) Events which have a gate charge requiring members of the public to pay to enter the site.
2. Organisers must provide a clear operations plan prior to their event showing adequate planning has been made to cater for all reasonable eventualities.

3. SUPPORT SERVICES

- a) Organisers should ensure that the appropriate emergency services are informed of details of the event and all requests from them duly complied with.
- b) Parks & Community Service will normally visit the site. Their main function is to ensure the public’s “wellbeing” and to ensure that the Council’s requirements are being complied with.

4. LICENSING

The Organiser should ensure that all statutory licensing or temporary event notices are obtained. Where necessary a premises licence is in place, this would be required if regulated entertainment or alcohol is made available at the event. Markets, sales, etcetera may require an occasional sales licence. Contact the licensing team 020 8313 4830.

5. VEHICLES

Vehicles are only allowed into public car parks and should not be driven onto Parks and Open Spaces except by prior negotiation.

7. PUBLICITY

Adequate promotion and publicity are vital where crowd attendance is required, however signage and billposting must not contravene the Highway’s Regulations. It is recommended that the RAC or AA handle street signage.

6. HIRE CHARGES

- a) All ground hire will be charged.
- b) The hire of grounds must be paid two weeks prior to use or as stated on the invoice.
- c) The Hire Charge includes a premium for Third Party Liability Insurance, which becomes valid on payment. (The invoice number forms part of the Licence to affect the necessary Insurance cover).
- d) Commercial and Large Scale events may require separate insurance and a Bond may also be required.
- e) Any additional services will be invoiced separately.

8. FOOD SAFETY

This section applies to events where food is to be provided. All food business operators such as, farmers market traders or operators of mobile food premises such as mobile catering units, catering stalls and marquees, crew catering outlets, hospitality catering, bars and ice cream vendors will be required to meet the requirements of Regulation (EC) No 852 / 2004, the Food Hygiene (England) Regulations 2006 and associated regulations relevant to their business. This requirement includes the registration of food businesses under Regulation (EC) No 852 / 2004. All food business operators wishing to trade in this borough will be required to provide details of the local authority where their food business is registered and the registered trading address of their business. The hirer must provide a list of all food business operators who will be attending the event with this form 28 days before the event is due to start.

Permission to trade in the boroughs parks will only be granted to food business operators after the information provided has been checked by the authority’s environmental health officers to ensure that food businesses are trading within the requirements of food safety regulations.

9. HEALTH & SAFETY

All event organisers and traders need to ensure that they meet the requirements of the Health and Safety at Work Etc. Act 1974 and all associated regulations, which are relevant to their business / event.

LETTING ENQUIRIES

For details of booking and advice on running your event, or for other events
Please contact the Events Section on 0203 236 0078. or Fax 0208 464 8610

Invoice No: -Ref no: 2009/-----

PLEASE COMPLETE IN BLOCK CAPITALS IN BLACK INK

NAME

ADDRESS

TELEPHONE:

(Daytime)

(Evening)

TITLE OF EVENT:

Anticipated crowd size (to the nearest 1,000):

Name of Park, Recreation Ground or Common:

Date(s) required:

Set up time (from):

(to):

Public opening times (from):

(to):

am/pm

Amount of Ground Required:

1 Acre

1 – 5 Acres

5 – 10 Acres

10+ Acres

I have read and agree to the conditions relating to the hire of ground.

Signature: Date:

Print Name;.....

Position in Organisation:

Please complete and return to: T Smith, Events Office, , The Lodge, Church House Gardens, Church Road, Bromley BR2 0EG

PLEASE COMPLETE IN BLOCK CAPITALS IN BLACK INK

Description of Event:

NOTE: For complex events requiring a Licence or with a crowd of 3,000 plus, an operation plan will be required – If you are not sure, please ask.

Will a charge be made for admission and/or car parking?		Yes/No
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If Yes, how will enclosure of the site be made?

Does your event require a Licence or Temporary Event Notice?

<p>Supply of alcohol: Yes/No</p> <p>Provision of late night refreshment: Yes/No</p> <p><u>Provision of regulated entertainment</u></p> <p>Live music: Yes/ No</p> <p>Recorded Music: Yes/ No</p> <p>Performances dancing: Yes/ No</p> <p>Boxing or wrestling entertainment: Yes/No</p> <p>Films: Yes/No</p>	<p>Indoor Sporting Events: Yes/ No</p> <p>Plays: Yes/ No</p> <p><u>Provision of entertainment facilities</u></p> <p>Making music: Yes/ No</p> <p>Dancing: Yes/ No</p> <p><u>Other</u></p> <p>Betting – lottery and amusements: Yes/ No</p> <p>Occasional Sales – Markets / Bootfairs, Etc: Yes/ No</p>
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If you are not sure if your event requires a Licence or Temporary Event Notice, please ask.

ROUGH DIAGRAM OF SITE LAYOUT



FOR OFFICIAL USE ONLY

Invoice No:

Licence No:

Date sent:

Food business operators details have been checked by Environmental Health: Yes / No

Premises Licences have been issued: Yes / No