QUENIBOROUGH PARISH COUNCIL

AGREEMENT FOR THE USE OF KING GEORGE V OR REARSBY ROAD PLAYING FIELDS

Guidance for Organisers of Events

Proposed Event: …………………………………………………………………………

Date: …………………………………………………………………………………….

Permission for the use of the King George V Playing Field for village events is given by Queniborough Parish Council or its Recreation Committee. Applications should be made to the Clerk at the Parish Office, Rearsby Road, Queniborough (clerk@queniborough-pc.org.uk) giving the following information;

- The title and purpose of the event
- Activities to take place at the event (including selling of refreshments and alcohol)
- The target audience of the event and the expected numbers attending
- Outline provision for security, insurance, health and safety, and risk assessment at the event
- Arrangements for parking
- Toilet arrangements

Your application needs to be received at least two months prior to the date of your proposed event. This is to enable enough time for your application to be discussed at either a Parish Council or Committee meeting. Dates of these meetings are available on the Council's website - http://queniborough.leicestershireparishcouncils.org

If permission is granted by the Parish Council for the event to be held it would be a condition of the event taking place:

- that the Council receives a copy of the risk assessment, insurance certificate and proof of application of the appropriate licenses
- that event finishes at 10.30pm and is cleared away (including litter) by 11pm
- that any damage to the playing field be repaired or is repaired by the Council and recharged to the organisers
- that the police are notified of the event
- that the organisers inform the Council what provision is being made for parking and toilet facilities

All equipment used at events is at the organiser's risk and should, where required be covered by their insurance. The Parish Council has no responsibility for loss or damage to equipment used at the event.

Further information is available from the Clerk.

Rachel Barlow-Skinner
Clerk