



**MID SUSSEX
DISTRICT COUNCIL**

**APPLICATION FOR THE HIRE OF
AN OUTDOOR FACILITY FOR AN EVENT**

Before completing this form please read the enclosed "Conditions of Hire"

Organiser

Site Required

Name of Event

	Main Contact	On-Site Event Contact (if different)
Title		
First Name		
Surname		
Address		
Town		
County		
Post Code		
Daytime Tel 1		
Daytime Tel 2		
Mobile		
E-Mail		

Please use a separate sheet as necessary

ACTIVITY	DAY	DATE	TIME (Please Tick / Specify)		
			Morning 09:00 – 13:00	Afternoon 13:00 – 17:00	Evening 17:00 – 21:00
Arrival & Set-Up					
Operating					
Site Clearance & Departure					

ADDITIONAL REQUIREMENTS (If available)

Hire of Pavilion

(Keys to be collected from MSDC)

YES

NO

Please contact MSDC Waste Services to make arrangements for bins

Telephone 01444 477548 or email wastematters@midsussex.gov.uk

Please note that it remains the responsibility of the organiser to ensure that the site is free from litter following the event and that all waste is placed in the bins provided or removed from site.

STALLS / ACTIVITIES etc.

Please list below details of ALL activities to be undertaken on site (e.g. Stalls, Marquees, Catering, Car Parking etc.) Please also include an itinerary of the event indicating all activities in time order from arrival on-site to departure. You will be required to provide a through risk assessment covering all of these activities including site set-up and de-rig.

Please provide a sketch of the event activities showing the location of the above activities on the site
Please use a more detailed site plan on a separate sheet if necessary.

ESTIMATED PEAK ATTENDANCE:

INSURANCE

Third Party / Public Liability Insurance cover to a **minimum value of £5 million**, is required for the regular hire of **any** outdoor facility. A copy of the insurance certificate **must** accompany this application form.

Please see "Conditions of Hire", Sections 5 and 13 for further details.

DECLARATIONS AND SIGNATURE

I/we Mr/Miss/Ms/Mrs (full names)

Hereby apply on behalf of

for the hire of the facilities mentioned above.

I/we agree to pay all charges properly applicable as laid down in Mid Sussex District Council's schedule of charges, and to use the facilities in a proper and reasonable manner.

I/we have received, read, understood and agree to abide by Mid Sussex District Council's standard "Conditions of Hire" (see attached).

I/we accept that this signed application form constitutes an offer on the part of the applicants and will be a binding agreement with Mid Sussex District Council.

I/we confirm that I am / we are authorised to act on behalf of the above.

Signed **Event**
Organiser

Date / /

PLEASE RETURN THIS FORM TO:

Outdoor Services
Corporate Estates & Facilities
Mid Sussex District Council
Oaklands
Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

Tel: 01444 477379

Email: bookings@midsussex.gov.uk

IMPORTANT
**Before returning this application form
please read the attached
"Conditions of Hire".**

CHECKLIST FOR NON-SPORTING EVENT APPLICATIONS

(Please photocopy and retain for your records where necessary)

Please check **before** returning your application form

(Bookings will not be confirmed until all relevant information has been received):

- Application Form Completed in Full

- Risk Assessment Completed in Full

- Valid Copy of Public Liability Insurance Certificate (Min. cover £5m) Enclosed

- Complete Event Itinerary Enclosed

- Completed Site Plan Enclosed

Please contact the following prior to your event (*where applicable*):

- MSDC Outdoor Services Team
Phone: 01444 477379 email: bookings@midsussex.gov.uk
Minimum 28 days prior to the event
Applicable if you wish to organise a site visit or require keys.

- MSDC Waste Services Team
Phone 01444 477548 or email wastematters@midsussex.gov.uk
Minimum 28 days prior to event
Applicable if you require waste bins to be provided by MSDC

- MSDC Landscapes Team
Phone: 01444 477439 or email: parkspenspaces@midsussex.gov.uk
Minimum 28 days prior to event
Only applicable should you have any specific ground preparation requirements

- MSDC Licensing Team
Phone: 01444 477294 or email: licensing@midsussex.gov.uk
Minimum 28 days prior to the event.
Applicable if licensable activities (e.g. supply of alcohol or regulated entertainment) are to be undertaken during your event.

- MSDC Environmental Health Dept.
Phone: 01444 458166 or email: envhealth@midsussex.gov.uk
Minimum 28 days prior to the event
Applicable where preventative measures need to be taken to alleviate light or noise nuisance to local residents. (For example generators running constantly, floodlights)

- Local Emergency Services (as necessary)

- Residents Living Adjacent to Site
Written Notification Required
Minimum 2 weeks prior to the event
Applicable to all events - give full details of the event and contact details of the site manager(s) on the day.