



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

Please use a separate application form for EACH site required  
*Before completing this form please read the "Conditions of Hire"*

Please complete ALL sections in BLOCK CAPITALS

**Organisation / Club Name** .....

**Ground / Site Required** .....

**Type of Event/Activity** .....

	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					



**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 .....

Organisation 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".

I/we agree if so required to enter into, sign and return to the Director of Community Development a "Use Agreement" within 14 days of being notified by you that this application has been accepted.

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, if accepted by Mid Sussex District Council in writing, but not otherwise.

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

**Signed** ..... **Office Held** .....

**Signed** ..... **Office Held** .....

**Date** ..... / ..... / .....

PLEASE RETURN THIS FORM TO:

Facilities Management  
Outdoor Business (Environment)  
Mid Sussex District Council  
Oaklands  
Oaklands Road  
Haywards Heath  
West Sussex  
RH16 1SS

Tel: 01444 477379  
Fax: 01444 477464

Email: [bookings@midsussex.gov.uk](mailto:bookings@midsussex.gov.uk)

**IMPORTANT**  
**Before returning this application form  
please read the  
"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*):**

- 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 site manager(s) on the day.*
- MSDC Facilities Management Team  
Phone: 01444 477379 email: [bookings@midsussex.gov.uk](mailto:bookings@midsussex.gov.uk)  
Minimum 28 days prior to the event  
*Only applicable should you wish to organise a site visit having submitted this application.*
- MSDC Licensing Office  
Phone: 01444 477294 or email: [licensing@midsussex.gov.uk](mailto:licensing@midsussex.gov.uk)  
Minimum 28 days prior to the event.  
*Only applicable where 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](mailto:envhealth@midsussex.gov.uk)  
Minimum 28 days prior to the event  
*Only applicable where preventative measures need to be taken to alleviate light or noise nuisance to local residents. (For example generators running constantly, floodlights)*
- MSDC Estates Maintenance Team  
Phone: 01444 477439 or email: [parkspenspaces@midsussex.gov.uk](mailto:parkspenspaces@midsussex.gov.uk)  
Minimum 28 days prior to event  
*Only applicable should you have any specific ground preparation requirements*