



**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** .....

	<b>Main Contact</b>	<b>On-Site Event Contact (if different)</b>
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

**MSDC Waste Bins Required\*:**

\* Waste bins may be provided free of charge to community events (subject to availability).

Please contact MSDC Waste Services to make arrangements

Telephone 01444 477548 or email [wastematters@midsussex.gov.uk](mailto: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.

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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 Resources  
Mid Sussex District Council  
Oaklands  
Oaklands Road  
Haywards Heath  
West Sussex  
RH16 1SS

Tel: 01444 477379

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