

# APPENDIX 1:

## RECREATION GROUND HIRE APPLICATION FORM

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### Barton Parish Council Barton Recreation Ground: Organised Activity Application Form

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**NAME OF ORGANISATION:**

**NAME, ADDRESS AND  
POSITION OF CONTACT:**

**TELEPHONE NUMBER OF  
CONTACT:**

**IS THE ORGANISATION A  
REGISTERED CHARITY? IF YES,  
CHARITY NUMBER:**

**FOR WHAT PURPOSE IS THE  
USE OF THE RECREATION  
GROUND REQUESTED?**

**WHERE ON THE RECREATION  
GROUND WOULD THE EVENT  
BE HELD?**

**WHAT IS THE PROPOSED  
DATE AND TIME OF THE  
EVENT?**

**HOW MANY PEOPLE WILL BE  
INVOLVED IN THE EVENT?**

**DOES THE EVENT REQUIRE A TEMPORARY EVENTS NOTICE? EG PLAYING OF MUSIC, SALE OF ALCOHOL. IF SO, HAS THIS BEEN APPLIED FOR / APPROVED? PLEASE FORWARD A COPY TO THE PARISH COUNCIL**

**HAS A RISK ASSESSMENT OF THE EVENT BEEN CARRIED OUT? IF YES, PLEASE PROVIDE A COPY. IF NO, A COPY OF THE ASSESSMENT MUST BE PROVIDED WITHIN 10 DAYS OF THIS APPLICATION.**

**WILL THERE BE PUBLIC LIABILITY INSURANCE COVERING THIS EVENT? IF SO, PLEASE PROVIDE A COPY OF THE POLICY.**

Please submit this application form together with a covering letter giving any other information which you feel will support this application **at least 8 weeks prior** to your planned event.

Your application will be considered by Barton Parish Council at the earliest opportunity. You will be notified of its decision in writing in due course. Further information may be requested. Barton Parish Council may require the payment of a deposit or a hiring fee depending on the nature of this application.

By signing this application form, you agree that you and all those involved in and attending your Organised Activity will abide by the terms of use of the Barton Recreation Ground Hire Policy as adopted from time to time by Barton Parish Council.

Name (In capitals): .....

Signed: .....

Date: