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## EVENT APPLICATION FORM

### The Event

Event Title: (Required)

Event Date: (Required)

Event times: (Required)

Start:

End:

<input type="text"/>	<input type="text"/>
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Purpose of Event: (Is it for charity / Non-for Profit / Commercial) (Required)

Estimated attendance (Required)

Exhibitors/Staff/Volunteers

Visitors

Attractions at the event e.g. live music, food, bar, children's activities, fairground rides, fireworks  
(Required)

Do you intend to sell/supply alcohol at the event?

If there will be music, will it be amplified or unamplified?

### The Organiser

Name: (Required)

Phone No. (Required)

Mobile No. (Required)

Email Address: (Required)

Postal Address: (Required)

Organisation: (Required)

Position / Job title: (Required)

Have you ever organised an event before? (Required)

Y	<input type="checkbox"/>
N	<input type="checkbox"/>

If Yes, please provide details:

#### **Fees**

There may be a charge for hiring the venue and/or services such as technical equipment and reinstatement costs.

#### **Health and Safety**

The Organiser is responsible for the safety of people involved in and visiting the event. Moulton Parish Council will need evidence that you are addressing Health & Safety issues with the necessary diligence. A copy of your Safeguarding Policy will also need to be supplied.

At the next stage of your application we will require completed risk assessments for the event as a whole and for each contractor/supplier employed on the event. No event will be granted permission until a suitable and sufficient risk assessment has been completed.

#### **Premises Licence**

The Public Gardens are covered by a Premises Licence and, as such, event hirers must operate within the licensing objectives and provide the information set out within (as set out in Appendix 1).

#### **Public Liability Insurance**

In most circumstances we will require the organiser to have Public Liability Insurance in place to a value of £5million.

Do you require Public Liability Insurance?

Here are some questions to consider:

- Have you advertised the event externally?
- Are you expecting more than 100 people to attend?
- Will there be structures such as marquees or stages?
- Is there electrical equipment on site, such as a PA system?
- Are you selling produce such as crafts, food and/or drink?

If you have answered yes to any of the above, we will require evidence of your Public Liability Insurance for a minimum of £5million. As the event organiser you are liable for any claims made against the event, for example malicious damage and personal injury.

**End of Hire**

The Public Gardens must be left in the exact way you found it. Hirers are responsible for litter picking the site at the end of the hire period. Any litter from the event is the responsibility of the hirer and must be taken off site and disposed of accordingly. A £300 damage deposit must be received by the office one week before your event. This must be in CLEARED FUNDS e.g. cash, BACS or card payment.

**Confirmation**

By signing here, I am agreeing to abide by the Moulton Parish Council Terms and Conditions of Hire. I am fully aware that any breach of these conditions could lead to me being prohibited from organising an event on Moulton Parish Council land now or in the future.

I understand that I am responsible for the Health and Safety of those participating in and visiting this event and that I comply with any recommendations made by Moulton Parish Council.

I have considered all the provisions necessary to ensure the event is safe and enjoyable for all. I am agreeing that I will provide Risk Assessment/s, evidence of Public Liability Insurance and an Event Plan (if applicable) two weeks prior to the date of my event.

Full Name:

Date of Application:

I agree to the Terms and Conditions. This form constitutes a provisional application. You will be contacted by Moulton Parish Council with regards to your proposal.

Type Agree or Sign

**This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.**

**Last Reviewed:       Jan 2021**  
**Review Due:         Jan 2022**

## **Appendix 1**

### **Public Gardens Premises License:**

All hirers must comply with the principle of this licence (the full licence can be obtained from the Parish Council).

### **Principles of the Premises Licence applicable to hirers:**

#### General

All staff engaged in licensable activity at the Public Gardens will be provided will full information on the following:

- The Challenge 25 Policy including the forms of identification that are acceptable
- The hours and activities and conditions permitted in the premises licence
- Refusal procedures and how to complete and maintain the refusal register in operation at the Gardens
- Recognising the signs of drunkenness
- Action to be taken in the event of an emergency

Adequate parking facilities shall be provided for persons attending events who reside outside of the village.

No person under the age of 18 shall serve alcohol from behind the bar.

#### The Prevention of Crime & Disorder

The hirer shall ensure that if any queue to enter the premises forms that it is orderly and supervised by staff so as to ensure that there is no public nuisance or obstruction to the public highway.

Patrons shall be encouraged not to congregate outside the premises after the event has finished.

An incident log shall be kept at the premises and made available on request to an authorised officer of the Council or the Police. It must be completed within 24 hours of the incident and will record the following:

(a) All crimes reported to the venue (b) All ejections of patrons (c) Any complaints received concerning crime and disorder (d) Any incidents of disorder (e) Any refusal of the sale of alcohol (h) Any visit by a relevant authority or emergency service

A communication system must be provided to ensure the effective operation of the site under both normal and emergency evacuation conditions.

Notices requesting that people leave the venue quietly will be placed at both exits.

A written drugs procedure must be in place and operated at the Gardens and be available for inspection as necessary.

The hirer should liaise with local Safer Community Team (Daventry) and the Police Licensing Team where deemed appropriate.

## Public Safety

Risk assessments must be undertaken by the hirer for each planned event and Parish Council staff will be informed of their content and hirer responsibilities under such risk assessments.

Sufficient numbers of stewards/marshals/SIA shall be employed as required.

All food vendors will be required to provide their Food Safety Certificates, Risk assessments and Methodology Statements (RAMS) and Public Liability Insurance.

All events will have access for emergency vehicles. Any necessary road closures will follow the correct procedures and be under active police control.

Where deemed appropriate by means of a risk assessment, events will have qualified first aiders on site for the duration of the event. A first aid kit will be available for smaller events.

Both exits will be clearly identifiable.

Save for events whereby customers bring their own food and drinks, drinks shall not be sold or served in glass vessels or containers or served in any measure greater than a pint.

## The Prevention of Public Nuisance

All attendees will be requested to be respectful and keep noise to a minimum when leaving the premises. Signage must be displayed to remind people of this requirement. Supervisors will not tolerate any disorderly behaviour and if such instances arise, those people involved will be requested to leave the venue and where required, the Police will be called to assist. Bar staff will be required to be fully aware of the law as it relates to the sale of alcohol, including the relevant age limit restrictions and the sale of alcohol to persons who are drunk (see above). Evidence of this will be made available to an officer from a responsible authority upon reasonable request. The person in charge of the bar will ensure that no proxy sale/supply of alcohol is taking place to under 18-year-olds.

Northamptonshire Police Licencing Team will be notified of any event where alcohol is to be sold.

A dispersal policy will be in place and implemented where necessary to move people from the premises in such a way as to cause minimum disruption or nuisance to neighbours.

A suitable number of waste receptacles will be made available on site for the depositing of waste materials, such as food wrappers, drinking vessels, smoking material etc.

A telephone number will be available for residents to report cases of noise nuisance or antisocial behaviour. A record of all calls received will be maintained, outlining the incident and the action taken to resolve it.

The volume of any event including the showing of any films will be very carefully controlled so as not to create a public nuisance. The siting of any music event or large screen will be on the purpose built hard standing which is surrounded by large trees and recently planted conifer hedge to the rear of resident properties to provide an acoustic barrier to any event scheduled in the gardens.

### The Protection of Children from Harm

All children's must be supervised by appropriate adults. Safety instructions must be issued to adults and children.

As detailed above a Challenge 25 policy will be in operation, and staff will be aware of the acceptable forms of ID, including:

- A driving licence
- A passport
- An identification card carrying the PASS hologram

If such ID can't be provided, then sales of alcohol will be refused and the person in charge of the bar will ensure that no proxy sale/supply of alcohol is taking place to under 18-year-olds.

There must be a welfare point (or equivalent area) for the reporting and management of lost children. The welfare point staff will be in radio contact with the safety co-ordinator or equivalent staff member.

### **Documentation Required (for event host and all sub-contractors)**

<b>Document Name</b>	<b>When Required</b>
Public Liability Insurance (£5m)	Essential for all events
Health and Safety Policy and Procedures	Essential for all events
Risk Assessment and Methodology Statements (RAMS)  To include the following, as appropriate, depending on nature and size of event: <ul style="list-style-type: none"><li>• First Aid Provision</li><li>• Noise Management</li><li>• Emergency Procedures</li><li>• Waste Management</li><li>• Vehicle Management</li><li>• Sanitary Provision</li><li>• Security and Crowd Management (including crowd dispersal)</li></ul>	Essential for all events
Food Hygiene Certificates	Where food will be provided at the event
Evidence of Compliance with the Premises License	Where alcohol is to be sold at the event