**APPLICATION FORM FOR**

**EVENTS IN PARKS**

**Application Form should be returned to:** **parksbookings@newham.gov.uk** **for consideration**

**CONTENTS PAGE**

Pages 2 - 8 Application Form ***(to be completed, signed and returned.)***

Page 9 Application Form Guidance Notes.

Page 15 Useful Telephone Numbers.

Pages 17 - 26 Terms and Conditions

Page 27 Appendix A Risk Assessments.

Page 29 Appendix B Stewards Information.

Page 33 Appendix C Safe Use of Inflatables.

Page 34 Appendix D Guidance notes for Funfair/Amusements at Events available on request.)

Page 36 Conditions of Hire ***(to be signed and returned with application)***

***NB:* Please note that changes have been made to this document. The most important one being that Public Liability Insurance cover required for most large events should be for *£10 Million Pounds*, (see 5x below)**

**Application Form for Events in Parks**

In order to help us make a decision about your event please answer all the questions below as fully as possible. Please use additional sheets of paper where necessary. If you feel a particular question is not relevant to your event please write not applicable (N/A) in the space provided.

If you are unsure about how to answer any of the questions please refer to the guidance notes from page 9 which should be read when completing the form.

**1. Event Introduction** (***Please see Guidance Note 1***)

a. EVENT DATE: (***1st choice date***)

(***2nd choice date***)

b. PARK: (***1st choice date***)

 (***2nd choice date***)

c. SIZE/AREA OF PARK REQUIRED: in m2 .

d. START TIME \* FINISH TIME \*

\* ***Please include any time required for setting up/down of the event.***

e. NUMBERS ATTENDING: (***Minimum***) (***Maximum***)

f. NUMBERS ATTENDING AT ANY ONE TIME:- (***Peak numbers***)

g. TYPE OF EVENT: (***Please give a brief description - sports day, fete etc***.)

**2. ABOUT YOU/YOUR ORGANISATION**  (***Please see Guidance Note 2***)

a. Name of organisation:

Type of organisation: e.g. community group/school etc

Contact name within the organisation:

Position within organisation:

Address:

Daytime telephone number: Evening telephone number

Fax number: E-mail address:

**3. ABOUT YOUR EVENT**  (***Please see Guidance Note 3***)

a. Please give a list of activities/performances

b. Will there be any celebrities at your event? *(Please tick)\*\**

YES [ ]  (go to 3c)

NO [ ]  (go to 3d)

c. If YES who will be attending?

d. Has this event been held before?

YES [ ]  (go to 3e)

NO [ ]  (go to 3f)

e. If YES When and Where:

f. Will members of the public be charged an admission or participation fee?

 YES [ ]  (go to 3g)

NO [ ]  (go to 3i)

g. If YES, please indicate the cost of the tickets/participation

 Adults £

Concessions £

h. Who will be entitled to concessions?

i. Please indicate the event start and finishing times:

 Opening: Closing:

j. Would you require time before and/or after the event to set up and/or dismantle equipment?

 YES [ ]  (go to 3k)

NO [ ]  (go to 3l)

k. If YES how long? Before the Event

After the Event

l. How do you intend to measure the number of people attending your event?

m. How do you intend to control numbers attending the event?

**4. STEWARDS**  (***Please see Guidance Note 4***)

a. How many helpers/stewards will be working the event?

b. How will the helpers/stewards be identified?

c. Who will be the chief steward & emergency contact number at event?

d. Please give a contact name and telephone numbers of any stewarding/security company that you are going to use at your event? ***(Please see Guidance Note 4d)***

**5. SITE FACILITIES *(Please see the Guidance Note 5)***

a. What arrangements have been made for the provision of toilets? How many toilets will be provided?

b. What arrangements have been made for provision for first aid?

c. What arrangements have been made for People with Disabilities?

d. What arrangements have been made for lost children?

e. What arrangements have been made for car parking & traffic management?

f. What arrangements have been made to clear litter during and after the event?

g. Please give details of any temporary structures (stages, marquees etc.) that will be used at the event?

h. What arrangements have been made for signs to the exits/first aid/car park/lost children etc?

i. Please give details of any amusement rides at the event, inc. bouncy castles etc?

 (***Please see Guidance Notes Appendix C***)

j. What arrangements have been made for the supply of electricity? (NB: ***Petrol generators are not permitted*** in Newham’s Parks)

k. Is there an adequate supply of drinking water available for your event?

 YES [ ]  (go to 5m)

NO [ ]  (go to 5l)

l. If NO please give details of any additional arrangements that you have made:-

m. Will there be any amplified sound?

YES [ ]  (go to 5n)

NO [ ]  (go to 5o)

n. If YES please give details:

o. Will there be any stalls selling crafts, food and/or ice-cream/burger vans?

 YES [ ]  (go to 5p)

NO [ ]  (go to 5r)

p. If YES please state how many and what type:

q. Will the stall holders pay a charge?

YES [ ]  (go to 5u)

NO [ ]  (go to 5r)

u. If YES how much?

r. Will your event require any markings (running track etc) ***NB:***  an additional charge will be made) please state below the type of markings required:

s. Will there be any form of entertainment, Singing, Dancing etc?

 YES [ ]  (go to 5t)

NO [ ]  (go to 5v)

t. If YES have you applied to the Licensing Department? (***Who did you speak to and what were their comments***)

v. Will there be any alcohol on sale at the event?

YES [ ]  (go to 5w)

NO [ ]  (go to5x)

w. What arrangements have been made for a liquor license?

x. Please give details of any insurance polices you will be arranging including public liability. Copies of your certificates of insurance will be required if permission is given for the event:

**6. OTHER SAFETY ARRANGEMENTS** (***See Guidance Note 6***)

a. Have you discussed your event with the Police and/or other emergency services?

 YES [ ]  (go to 6b)

NO [ ]  (go to 6c)

b. If YES, Please indicate whom you have spoken to, and their responses/concerns, or any other contributions they have requested:

c. How will the First Aid be provided at your event? (**S*ee Guidance Note 5b, 6c***)

d. Which organisation will be in attendance?

e. Have you spoken to Environmental Health concerning: (**S*ee Guidance Note 6e)***

1. Provision of food?
2. Noise levels?

 YES [ ]  (go to 6f)

NO [ ]  (go to 7)

f. If YES, please indicate their comments/views and if they have agreed for your sound levels and provision of food vendors, and to whom you spoke to:

**7. SITE PLAN** (***See Guidance Note 7***)

a. Please attach a site plan to this application that shows clearly the location of the following within the site:-

1. The location of the event within the park.
2. Stage(s).
3. Marquee(s).
4. Toilet(s).
5. Stall(s).
6. Amusement ride(s).
7. Entrances and Exits.
8. Generator(s).
9. Barriers and/or fences.
10. Indication of car parking.
11. Fire Points (Location of fire fighting equipment - extinguishers etc.)
12. Emergency vehicle access.
13. Any areas of public highways to be coned off for no parking/waiting.
14. Any other temporary structures.
15. Information Point (Containing Lost children/property & First Aid)
16. Location Points of Stewards.

**8. SIGNATURE OF APPLICANT**

I certify that I am authorised to make this application on behalf of the organisation/company named in section 2a of this form and that to the best of my knowledge all the details on the form are correct.

Signed:

Date:

Please print name:

Position in Organisation:

**Completed forms should be returned to:**

**parksbookings@newham.gov.uk**

Parks & Open Spaces

Resident Engagement and Participation I People, Policy and Performance

London Borough of Newham

4th Floor West Wing, 1000 Dockside Road, Newham Dockside, E16 2QU

**NB: Please ensure that you have read the whole application form, Guidance Notes, Appendices and Terms of Conditions, and that all the pages have been filled out and signed where applicable. These signed copies are required to be returned at the above address.**

Newham Council will require a completed application form returned to the address above before any parks can be considered for hire for an event(s). ***Please note that the minimum notice that the Parks will require in order to process your application form is 8 (eight) weeks.*** ***Late applications may not be considered due to time constraints and/or type of event.***

Application form created by John Chislett Parks Development officer November 1998 with help from L.B.Newham Licensing section, Health and Safety, Legal. Metropolitan police, and London Fire Brigade.

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**Guidance Notes for Events in Parks Application Form**

**Introduction**

These notes are intended to assist you in completing the application form for your proposed event and to help you ensure your event meets all the necessary legal and statutory obligations and requirements made by the London Borough of Newham. Throughout the notes' examples are given to illustrate the type of information that is required. These are only intended to be examples and not an exhaustive list of all possible considerations of your specific event. Reference is also made to the National Outdoor Events Association (NOEA) Guide to Outdoor Events. A copy of the guide is available in the reference section of East Ham library or you can purchase a copy from NOEA by telephoning 01749 674531.

Also clear guidance can be accessed at <http://www.londoneventstoolkit.co.uk/>

**1. Event Introduction:**

a) It may be that the date you want is not available in the venue of your choice. This will either be due to another booking, or because there are events taking place in the park close to the date you have requested. It would be helpful if you could indicate other dates that would be agreeable to you. If you cannot present the event on an alternative date please write “N/A” in the space provided.

b) It may be that the park you want is not available. Please consider another park that may be suitable for your event and indicate this on the form. If you feel there are no other suitable venues please write “N/A” in the spaces provided.

c) Please indicate on the application form and plan the area/size (m2) that you will be requiring for your event.

d) Please indicate the event start & finishing times (including the event set up/down time.)

e) Please estimate the minimum and maximum number of people likely to be taking part in the event. ***This number will assist us in assessing the suitability of you're chosen venue***.

g) This section is intended to give us a clearer picture of your event.

Examples of performances & activities include: sports competitions, workshops & demonstrations, celebrity personal appearances, puppet shows, fashion shows, fireworks, music signing, dancing etc.

1. Where celebrities will be appearing please inform the local police. \*\* Where fire works are going to be used a recognised firework company must be used in accordance with HSE guidelines.

**2. About You/Your Organisation:**

a) It is important that this question is completed so that we can contact you quickly should we need to discuss any details of your event or request further information. It will also help us in processing your application if you can indicate your type of organisation i.e. school, community group etc.

**3. About Your Event:**

abc) If you are intending to have a carnival, procession or celebrities at your event you must inform the police-licensing department as soon as possible.

d) If the event is yearly or regular simply enter the date the event last took place.

fgh) Concessions are a reduction in the full price admission or participation fee. The Council usually gives concessions to under 16’s, students, disabled persons, senior citizens, unemployed family credit. You may consider offering discounts to groups for example 1 free ticket for every 10 bought.

ijk) You will need to consider your proposed programme of events and decide how long your event needs to be open to the public. You should ensure that you leave enough time to set up the event before it opens to the public. If your event is due to finish in the evening you will need to decide if there is enough time to clear away the equipment and litter from the site before the parks closing time.

lm) Your estimates in question 1e/f will help you to make arrangements for your event. As the event organiser you must ensure that numbers do not exceed the maximum number of people you have catered for. This ensures that you have the right amount of toilets, stewards and other site facilities. ***Overcrowding at events can lead to a number of problems, so as an organiser it is important that you are aware of how many people are at your event.*** There are several ways to achieve this including:-

1. Selling or issuing tickets.
2. Counting people in and out with manual clickers.
3. Visual Inspection.

The most appropriate method will depend on the nature and scale of your event.

**4. Stewards:**

a) It is important to work out all the areas where you may need help, including information points, selling/issuing tickets, administration of stall holders and/or competitors, and the stewarding of emergency exits at all times. There should be at least 1 steward per 200 people attending the event, 2 stewards per entrance/exits and 1 at the following location's information point, central control etc. Look to see the different tasks and locations where you will require stewards then add these together. All stewards must between the ages of 18 - 55.

***If your event is going to attract 1,000 + people then a professional stewarding company will need to be used in conjunction with your stewards, If you want a professional steward company can be used for the whole event.***

b) Stewards must be easily identifiable to both you as an event organiser and the public attending the event. This can be achieved by issuing coats, T-shirts\*, tabards' etc., bright fluorescent bibs are best the word “STEWARD” must be printed on the back. ***(NB: Arm bands and/or badges are not suitable***.) \* some thought will be needed if the weather is bad, and coats are worn over the T-shirts, as the steward identification needs to be visible at all times.

c) If the event is having a beer tent, stewards will need to be located around the tent to stop minors from entering this area, then the stewards will have to be registered under the London Borough of Newham’s Door Supervisors Scheme. (***This can take up to a minimum of 8 weeks to register the stewards with the Council’s Licensing Department***.) It is important that stewards at the event are properly briefed and supervised. Ideally stewards should be organised into small teams of about 5-6 people reporting to a team leader. These team leaders then report to the chief steward. It may be that your event does not need stewards organised in this way but there should be a single nominated person, the chief steward who will be in overall charge of the stewards at your event. The nominated person shall act as chief steward. The names and addresses of the chief steward and steward supervisors, with relevant stewarding experiences will have to be supplied to Newham Council before the event taking place. The event stewards will have to supply their names and address on a signing on sheet at the start of their duty at the event, ***ALL*** stewards will need to follow the guidelines as laid down in **APPENDIX B.**

d) If you are using a steward/security company, please can you indicate on the application form the company’s name and contact name and telephone number.

**5. Site Facilities:**

a) The number of toilets that you will need will depend on:

1. The number of people expected at the event.
2. The estimated amount of time people will spend at the event.

The required minimum numbers of toilets are listed below.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***No of hours*** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| ***Peak Numbers of people*** |  |  |  |  |  |  |  |  |  |  |
| 500 | 4 | 4 | 4 | 5 | 6 | 7 | 8 | 9 | 9 | 10 |
| 1000 | 5 | 5 | 6 | 8 | 8 | 9 | 9 | 10 | 10 | 12 |
| 2000 | 6 | 8 | 10 | 12 | 14 | 16 | 18 | 20 | 22 | 24 |
| 3000 | 10 | 12 | 16 | 18 | 22 | 24 | 28 | 32 | 34 | 36 |
| 4000 | 15 | 17 | 20 | 24 | 30 | 33 | 38 | 42 | 45 | 50 |
| 5000 | 20 | 22 | 25 | 30 | 38 | 42 | 48 | 51 | 56 | 62 |

***NB: Not all of Newham’s Parks have toilet provision.***

b) You should consider arrangements for the provision of first aid at your event. You will need to make arrangements with either The Red Cross, St John’s Ambulance or one of a number of private companies.

|  |  |  |  |
| --- | --- | --- | --- |
| Numbers attending the Event | First Aid Post | First Aid Staff | Ambulances |
| Up to 500 | 1 | 2 | 1 |
| 2000 | 1 | 4 | 1 |
| 5000 | 1 | 10 | 2 |
| 10000 | 2 | 20 | 2 + back up |

***N.B: The two tables above are the recommended minimum numbers.***

c) Consideration should be given to facilities for disabled people. These should include accessible entrances and exits, wheelchair accessible toilets and signage.

d) You should have a clear procedure for dealing with lost children, lost property and an emergency action plan. All your stewards should be aware of these procedures before the event starts. If during the event a parent/carer reports a lost/missing child the Police are to be notified immediately.

e) Some events generate a large amount of additional traffic around the park in which they are held. You should consider the parking areas available close to your chosen venue and decide if any additional facilities may be needed. Additional car parks can sometimes be hired, for example from local schools and colleges. If the need arises to place “No Waiting/Parking” Cones on the public highway outside the park please contact the Newham Traffic Management Team.

f) You should ensure that there are enough bins/skips for the amount of litter that is likely to be generated at the event. Waste food from food stalls is different from normal litter and will need to be treated separately. In addition, you should make arrangements for the bins to be emptied if they fill up, this will probably require the use of a skip. Litter must not become a hazard and you must ensure that litter clearance is carried out both during the day and after the event.

**In order to comply with the Environmental Protection Act 1990 you must clear the litter from the site as quickly as possible after the event has finished. You should make sure that you have enough time and staff after the event to carry out this task and you must ensure there is an adequate supply of rubbish bags and gloves. Alternatively you may wish to consider hiring a contractor to do this work for you. If you are running a large event you may also be required to make provision for the cleaning of any additional litter that is left in the surrounding streets as a result of your event. You should also be able to provide evidence that the waste has been disposed of through a licensed disposal facility or carrier.**

g) Temporary structures may include stages, platforms, tents, marquees, stalls, seating etc. The Council may wish to see certification relating to the manufacture and erection of certain types of equipment. Your supplier should be able to provide copies of any documentation that is required by the Council.

h) All entrances, exits, car parks and main areas of your event site must be clearly signed.

i) If you are intending to have fairground rides, bouncy castles, children’s slides etc. Please list them in this section of the form. Please ensure that your supplier can provide copies of their public liability insurance certificate and any other safety certification required for their equipment. If you are considering these items please contact Newham Council for extra guidelines on 020 3373 9000.

j) If you require electricity at your event you will need to think about where your supply is going to come from and how you will distribute it to various points on the site. You will also have to ensure that all cables are suitable and are buried underground. Where they run over the footpath and other hard surface suitable non trip protective covering is placed over them.

***Petrol generators are not permissible as petrol is a highly explosive substance***. Diesel generators can be used. Generators also have moving parts and steps should be taken to prevent members of the public from touching the generators. Electrical cables must be kept out of the reach of the public as far as is practicable. There must be a least one carbon dioxide fire extinguisher for every one generator. It is advisable to consult a qualified electrician to discuss the requirements for your event.

k) It is essential that there is an adequate supply of drinking water for the amount of people participating at your event. The water should be located at the central information and the first aid points.

m) Any amplified sound includes public address systems used for speech and/or music, loud hailers and sound systems. It also includes any background music, for example fun fair equipment. (***See note 6e)***

o) Stalls include any traders or organisations who will be taking part in the event. They may be giving out information, doing demonstrations or selling food and drink inc. burger vans & ice cream vans.

q) You may wish to charge stall holders to raise money for your event. If so please give an indication of the amount that you will be charging.

s) If you are intending to have any form of entertainment i.e. singing, dancing, acting etc. then you will need to apply to the Council’s Licensing Department for an Entertainment Licence. The licence can take up to 8 weeks to obtain. ***It is illegal to operate an event with entertainment without this licence*** and you could face legal action by the Council if you operate your event without an Entertainment Licence.

***NB: The following type of events will require either an Entertainment’s Licence or Sports Licence:***

Musical events, performances, DJ’s, plays, operas, fireworks to music etc., or a sporting event with seating and/or stands.

***Listed below is the minimum timescales to apply for Licences.***

28 working days notice is required by the Council’s Licensing Department for an application for one of the above events to be licensed.

28 working days notice is required by the Council’s Environmental Health Department for the provision of Food and Sound Levels.

28 working days notice is required by the Police Licensing Department for a liquor licence. An occasional Liquor Licence can only be applied for by a current licensee.

Large events that contain the need for an Entertainment/Liquor Licence and that will be having stages, marquee's etc will require up to 3 (Three) months’ notice.

t) If you wish to sell alcohol at your event you will need to apply for a Liquor Licence to cover the event. If you think you may need a liquor licence, or you require further information, telephone Police Licensing Team on 020 8217 5955.

***It is illegal to operate an event selling and/or consuming intoxicating liquor without a liquor licence, and you could face legal action by the Council and/or the police if you sell/consume alcohol without a licence.***

x) If you are given permission to hold your event you will need to arrange public liability insurance cover. Large events require a minimum cover of £10 million pounds.

**6. Other Safety Arrangements:**

a) If your event is open to the general public you should inform the local police who may wish to discuss your proposals. You should contact the Police Events and Planning Team on 020 8217 5279.

b) Newham Council should be informed of any concerns/comments that the Police may have about the event.

c) First Aid: Will be required at ***ALL*** events

d) If you are intending to have food stalls and/or any amplified sound you must contact Newham’s Environmental Health Service ***(telephone numbers listed below***). The service has legal obligations to ensure standards of Food Hygiene and that noise from your event does not become a nuisance for local people.

e) If you are unsure whether your event requires a licence or you would like some further advice on obtaining a Temporary event Notice (TEN) – if your event is to have music, dancing and/or alcohol licence then please contact the council’s Licensing Section on 0203 373 1925.

**7. Site Plan:**

a) Plans of the entire Borough’s Parks are available, please contact 0203 373 9000 (A plan will be required for ***ALL*** events.)

**USEFUL CONTACTS & TELEPHONE NUMBERS.**

| **Department/Services** | **Telephone Number** | **email** | **Minimum Notice for Licence/Service** |
| --- | --- | --- | --- |
| Newham Council (Parks Plans)  | 020 3373 9000  | info@Newham Council.org.uk | 8 Weeks |
| Environmental Health (Food) | 020 3373 4724 / 9868 |  | 28 Working Days |
| Environmental Health (Health and Safety) | 020 3373 0252 | Health.safety@newham.gov.uk | 28 Working Days |
| Environmental Health (Noise & Nuisance) | 020 3373 4651 |  | 28 Working Days |
| Environmental Health Licensing (Sports & Entertainment Licences) | 020 3373 1925  | licensing@newham.gov.uk | 28 Working Days |
| Technical Services (Refuse Clearance) | 020 8430 2000  |  | 28 Working Days |
| Technical Services (Traffic Management) | 020 3373 1463 |  | 28 Working Days |
| Police Events and Planning  | 020 8217 5279 | KF-eventplanning@met.police.uk | 28 Working Days |
| Police Licensing  | 020 8217 5955 |  | 28 Working Days |
| East Ham Fire Safety - Fire Precaution Officer | 020 8555 1200ext.52131 | newhamgroup@london-fire.gov.uk | 28 Working Days |
| St John’s Ambulance | 08700 104950 |  | 6 weeks |
| British Red Cross | 020 7793 3360 | information@redcross.org.uk | 6 weeks |
| Arts & Heritage | 020 8460 2000 |  | N/A |
| National Outdoor Event Association | 01749 674531 | secretary@NOEA.org.uk | N/A |
| London Events Toolkit |  | [www.londoneventstoolkit.co.uk/](http://www.londoneventstoolkit.co.uk/) |  |
| Marquee Hire \* | See Yellow Pages |  | N/A |
| Portable toilets \* | See Yellow Pages |  | N/A |
| Security/Event Stewarding \* | See Yellow Pages |  | N/A |
| Radio Hire \* | See Yellow Pages |  | N/A |

N.B: During the summer months more notice may be required for certain services/companies as they tend to become booked fairly quickly.

\* Need to speak to the individual companies about the minimum notice they require to book their services etc.

**TERMS & CONDITIONS OF HIRE**

**TERMS & CONDITIONS RELATING TO THE HIRE OF PARKS OWNED BY THE LONDON BOROUGH OF NEWHAM**

**INTERPRETATIONS:**

Under these conditions of hire “The Hirer” shall mean the person in whose name the booking is made and who shall be the named person specified on the application form.

“The Council” Shall mean any agent acting on behalf of or who are employees of the London Borough of Newham.

**1. APPLICATION OF HIRE:**

a) Applications to hire Newham’s Parks must be made to Newham Council via an Official Application Form.

b) The acceptance of the application form does not constitute a contract of hire for an event until the Newham Council has received a signed contract of hire, full payment and a letter of confirmation has been sent to the hirer.

c) The person signing the contract of hire must be over the age of 18 years.

d) The person(s) whose name appears on the application form and/or contract of hire shall be the person responsible for the event and any legal action that may be brought over the breach of conditions of hire and/or licensing issues.

e) The Council or Newham Council reserves the right to refuse any application without stating the reason for rejecting the application.

f) No public announcement of the hiring, or display of related advertising material, shall be made until the application has been granted and the appropriate fees paid. (See also ADVERTISING AND FLYPOSTING).

**2. CHARGES:**

a) All lettings will be subject to the scale of charges in operation at the date when the event takes place. Hirers will be advised of the charges payable when receiving confirmation of hire.

b) The hirer agrees to pay Newham Council on demand the cost of repairing and making good any loss or damaged (fair wear & tear excepted) arising out of or incidental to hiring, which may be in excess of the security damage deposit.

**3. PAYMENT OF HIRE:**

a) A deposit of 25% of the full hire charge shall be made to secure the booking of the event. This must be paid in response to the invoice with the letter of confirmation of the booking. **The balance must be paid 6 weeks before the event takes place or immediately if less time before the event**.

b) A security deposit of **£250 (two hundred & fifty pounds)\*** will be required to be paid by Debit/Credit Card 60 working days before the event takes place. The security deposit shall be returned providing the site and surrounding area is left in a clean, safe and secure way, and all the terms and conditions have been complied with. Newham Council will use the security deposit to repair any damage to the park, property and buildings and/or to remove additional litter from the site to bring the site to a suitable standard.

**\**(for large events of 500+, 2,000+ & 10,000+ people attending a security deposit of £540, £1,080 & £5,340 respectively will be required within 15 working days.***

c) Payment should be made without further reminders. All cheques should be made payable to “Newham Council”. Any account outstanding 4 weeks before the event is due to take place could incur a 25% surcharge (unless otherwise stated).

**4. CANCELLATION:**

a) By the Hirer.

In case of cancellation of the event booking, the hirer must inform Newham Council in writing.

If the hirer cancels with ***42 + days notice before the event takes place only the deposit may be lost.***

***41 - 29 days notice of cancellation 50% of full price lost.***

***28 - 15 days notice of cancellation 60% of full price lost.***

***14 - 2 days notice of cancellation 90% of full price lost.***

***1 day before 100% of full price lost.***

b) By the Council:

The Council reserves the right to cancel a booking at anytime having given notification of no less than 14 days in advance to the hirer.

In case of an emergency, no prior notice shall be given should the park/open space be required for special or exceptional circumstances, in exercising these rights the Council

& Newham Council accepts no liability whatsoever other than to refund any fees paid (without compensation/interest) for the hire of the venue.

The Council & Newham Council reserves the right to cancel a booking if the hirer intends to use the park/open space for any purpose other than stated on the official application form.

c) Newham Council may cancel or terminate any hiring if there is any omission from or misstatement in the Application Form, if the premises are hired or used for any purpose for which they have not been approved or if there is any breach of regulations (sub-letting) or damage or unapproved advertising or fly posting.

 **5. INDEMNITY:**

a) The hirer shall unless informed otherwise by Newham Council indemnify the Council & Newham Council against all actions, claims and demands by any person(s) who suffers or sustain any loss or damage or injury to his/her person or property arising out of or as a result of the use of the park by the hirer during the event including the event set up/down.

**6. PUBLICITY:**

a) Newham Council requires advanced details of all publicity materials at least 10 days prior to the publicity being issued.

b) The hirer shall not publish any material without prior written consent from the Newham Council

 **ADVERTISING AND FLYPOSTING**

* No advertising matter shall be published without being first submitted to, and approved by Newham Council. The person or organisation in whose name the booking is made shall be shown on all advertising matter.
* The Council reserves the right to remove any poster, emblem or decoration visible outside the premises which, in the opinion of Newham Council, shall be or become unseemly or unsightly.
* The hirer shall not display and shall ensure that no other person displays any advertising relating to the hiring by affixing the same to, or utilising the support of, any item of street furniture in the borough. Any fly posting of advertising material in the borough relating to the hiring may result in a cancellation of the booking. In such cases the Council& Newham Council reserves the right to retain part or the entire hire fee.

**7. TEMPORARY STRUCTURES:**

a) These may include stages, platforms, tents, marquees etc. Newham Council will wish to see certification relating to the manufacturing, fire retardant and erection of these types of structures. Your supplier should be able to provide you with copies of any documentation that is required by Newham Council.

b) All types of temporary structures listed above will need to be erected and dismantled by sound and competent person(s) who are fully trained and experienced.

c) Guy ropes, tent pegs and stakes must not obstruct any route leading to a place of safety. Where they flank any such route, they must be adequately marked as so to be visible at all times.

d) Should a marquee or tent be used, you must submit a layout of the marquee/tent with the proposed exits. All exits must be clearly marked by the word “EXIT” in plain block letters & the running figure which should not be less that 125mm high. You must place these signs in a position where they can be readily seen. The exits should not be obstructed by stakes, guys, tent pegs or other items.

e) The hirer is to obtain the approval of Newham Council for the erection of any fencing additional to that already existing and to remove this temporary fencing upon the completion of the event.

**8. MAINTENANCE OF GOOD ORDER:**

a) The hirer shall at all times be responsible for maintaining good order during the hire and that no gaming or unlawful activity is permitted.

b) At the request of Newham Council, the Council or police, the hirer shall have removed any person from the event whose conduct is unacceptable or who endangers other members of the public by their actions.

**9. SUPERVISION/STEWARDS:**

a) The event organiser is responsible for the administration and organisation of the event and in obtaining suitably competent people to act as stewards.

b) The hirer must provide at their own expense sufficient stewards, who are aged between 18 - 55 years old and who are fit to undertake duties that are allocated to them. The stewards are to take all necessary precautions to control the public attending and ensure the public’s safety while attending the event. The minimum levels for stewarding are as indicated within the accompanying notes with the application form.

c) Throughout the duration of the event all stewards shall wear a high visible tabard, coat or T-shirt with the wording “STEWARD” on the back. (***Armbands and/or badges are not acceptable***.)

d) The Stewards are responsible for the supervision and control of all visitors and officials, event entrances/exits, and should be familiar with the emergency evacuation procedures.

e) All Stewards must have to undergo basic fire safety training such as: what to do upon the discovery of a fire, raising the alarm etc. The person undertaking the training and the event organiser are to keep records on fire training.

f) All stewards must receive a concise briefing with guidance notes of duties and roles clarifying their roles and duties as a steward before the event takes place, all briefing shall be recorded.

g) The name(s) and addresses(s) of the chief steward and steward supervisors with relevant stewarding experience must be submitted to the Newham Council office no less than two weeks before the event is due to take place. The names and address of the event stewards can be handed into the chief steward on the day of the event. The chief steward shall have means of contacting the outside emergency services if the need arises at the event organiser’s own expense.

h) Any steward that will be involved with the control of the public entering the area covered by a Liquor Licence will have to be registered with the Council’s Licensing Department under the Door Supervisors Scheme which is in operation within the London Borough of Newham.

i) All stewards whilst working the event ***MUST NOT*** be under the influence of drugs and/or alcohol.

j) All event(s) with 500+ people in attendance ***MUST*** have a professional stewarding company in attendance, either to operate the whole event or to work along side the volunteer stewards.

**10. LICENCES:**

a) Should your event use Singing, Dancing, Acting etc. A Public Entertainment Licence is required. This is obtained through the Council’s Licensing Department, a minimum of 28 days notice is required to prepare the said Licence.

b) Should your event use temporary stands for a sporting event a Sports Licence is required. This is obtained through the Council’s Licensing Department, a minimum of 28 days notice is required to prepare the said Licence.

c) If you are intending to sell or consume intoxicating liquor at your event you will need to apply for an Occasional Liquor Licence. This is obtained from the clerk of Licensing at Stratford Magistrates Court, although you are asked to contact the Police Licensing Department first, a minimum of 28 days notice.

d) Copies of all licences relevant to the event shall be provided to a member of the Newham Council Staff two weeks before the event is due to take place.

e) If you are applying for any of the above licences you ***MUST*** inform the local residents by displaying notices in/around the park by displaying a notice in the local papers for events with 500+ people.

f) If your event has 1,000+ people in attendance you will be required to inform the local residents of the event by way of a letter. Newham Council must see a copy of the letter at least 6 weeks before the event takes place and before the letter is distributed to local residents. Cost of distribution is covered by the hirer.

g) The hirer shall strictly observe and comply with all the licensing regulations as laid down by the licensing officer(s). Failure to comply with the licensing regulations may result in the Council not allowing the event to take place, deposits being with held and/or legal action being taken by the London Borough of Newham and/or the Metropolitan Police.

h) Statutory Notices: Certain Statutory Notices are required and they are to be displayed and kept available for inspection by visiting Council Officers. The types of notice(s) will include copies of relevant Licensing Certificates, Warning notices (Electrical/Lasers), Liquor/catering Licences etc. It is the hirer's responsibility to ensure they are displayed as requested.

i) A member of staff from the Newham Council Office must see sight of the original certificate of insurance to cover Public Liability to £10 million pounds at least two weeks before the event takes place.

j) Where a park is used in connection with the performance of work, which requires copyright consent, a copy of the licence or authority to perform must be obtained at the cost to the hirer and made available for inspection by Newham Council, a minimum of 1 month prior to production.

**11. CATERING:**

a) Should a caterer(s) be used at your event you will be required to submit to Newham Council evidence from the Caterers Local Authority that the catering unit has passed a recent inspection and complies with the Food Hygienic (Market Stall and Delivery Vehicles) regulations 1966.

The Council’s Environmental Health Department will need to be informed as they have legal obligations to ensure high levels of food hygiene.

b) You must submit a copy of the caterer's certificate of public liability insurance together with a menu and a list of prices that they intend to charge to the Newham Council office two weeks before the event takes place.

**12. SOUND/P.A. SYSTEMS:**

If sound/PA systems are going to be used at your event then you will be required to contact the Council’s Environmental Health Department. This service has legal obligations to ensure noise from your event will not cause a nuisance to local residents.

**13. LIMITATIONS OF NUMBERS:**

The maximum number of people permitted into the event shall be those indicated on the application form and/or those agreed in the entertainment/sports licences. It is your responsibility to ensure that the numbers do not exceed the maximum numbers allowed into the event.

**14. TIMES OF HIRE:**

The event venue shall only be hired for the times indicated on the application form or the times indicated by the Park with the parks opening/closing times.

**15. CAR PARKING:**

a) The hirer shall ensure that cars are not allowed into the park/open space unless Newham Council has approved exceptional prior permission in writing. Visitors to the event should park their vehicles outside the park.

b) Heavy materials may be delivered into the park under special agreement from the Council or Newham Council, if deliveries are granted permission to enter the park/open space they must conform to the Council’s regulations of having the vehicles hazard lights on and a maximum speed of 5 mph. Any vehicles larger than a car or any vehicle reversing in the park shall be stewarded. These vehicles must be removed as soon as they have finished unloading and all vehicles must be removed from the event site 1 hour before then event is open to the public, except for vehicles agreed in advance with Newham Council. (The above is to be monitored by a steward or the named officer.)

c) Vehicles are not allowed to be driven in the park/open space while the event is under way and members of the public are in the event area. The only exception will be emergency vehicles.

**16. LITTER CLEARANCE:**

It is your responsibility to ensure that you have adequate supply of litter bins, refuse sacks etc, and to ensure that the site is left clean, safe and tidy. If the site is not left in a satisfactory condition then the security deposit shall be used to bring the site up to a satisfactory condition. The remainder (if any) shall be returned.

The hirer is to keep clean the area hired and any temporary staging, marquee, tents etc for the length of the hire and to remove on a regular basis all rubbish, litter and unsightly materials that may have been deposited on or around the hired area. No ditch, fountain or water course is to be polluted in any way by rubbish, litter, liquids, chemicals etc.

**17. SAFETY & SITE MANAGEMENT:**

a) The hirer will be responsible for enforcing all Health & Safety and Licensing regulations/legislation.

b) The hirer is responsible for the supervision and control of all visitors, spectators and officials.

c) The hirer must ensure that all access and egress routes to the site are adequately signed posted, stewarded and remain so until the event is over.

d) The hirer may be required to supply an Emergency Action Plan to the Council or Newham Council demonstrating that adequate preparation and precautions have been taken to deal with an emergency situation. This should include the provision of an incident control point, emergency training and a clear chain of command for stewards, a complete site evacuation procedure and adequate provision for emergency vehicles to access the site at all times.

e) Only diesel generators may be used for the supply of power and they must be cordoned off from the general public. An RCCB (Residual Current Circuit Breaker) must be incorporated into the wiring. For every diesel generator at the event you will require one carbon dioxide fire extinguisher. There must be suitably trained personnel to operate the generator(s).

f) Additional fire extinguishers and fire blankets may be required on site and should be located at the central information point and first aid.

g) The organiser shall issue out to Newham Council a telephone number where a Council officer can contact the event organiser in the event of the Council receiving a complaint from local residents etc while the event is taking place.

h) First Aid cover must be provided by suitably qualified personnel, and suitable clean drinking water must be readily available. The minimum number of qualified first aiders is laid down in the accompanying notes with the application form. Any event with 500+ people in attendance ***MUST*** have a recognised First Aid cover.

i) The hirer to provide the minimum number of qualified first aiders as laid down in the accompanying notes with the application form.

j) The hirer is to provide proper, adequate and hygienic toilets on the area used for the hirer's staff, and the public, to the satisfaction of the Council. The minimum number of toilets as laid down in the accompanying notes with the application form.

k) You will comply with all directions of the Council or Newham Council which may be given from time to time in relation to public safety and use of the park.

l) The hirer will comply with all the Council’s Bylaws pertaining to the parks.

m) You will comply with all statutory requirements and bylaws relating to the event and shall follow any directions and instructions given by the Council, Newham Council, Police or Fire Brigade.

n) The Council cannot accept responsibility for damage to, or the loss or theft of any property or equipment brought into Newham’s Parks.

**18. RISK ASSESSMENTS:**

a) The organiser shall carry out a risk assessment of the potential hazards involved with the event. A hazard is the potential that lies in anything, person or situation to cause harm to people, plant, property or the environment.

b) Having rated the hazard, attention should be turned to assessing the risk potential. This is a chance that the hazard will/could cause harm to people, property or the environment.

c) The organiser shall carry out a risk assessment for the event and ensure it adheres to all the current Health & Safety legislation requirements, particularly with respect to any electrical equipment that might be required.

**THE COUNCIL OR NEWHAM COUNCIL RESERVES THE RIGHT TO REFUSE ANY APPLICATION WHATSOEVER, OR TERMINATE ANY AGREEMENT WHICH MAY HAVE BEEN ACCEPTED, WITHOUT ANY REASON BEING GIVEN. IN THE EVENT OF A REFUSAL TO COMPLY WITH THESE CONDITIONS OR ANY INSTRUCTIONS (VERBAL OR IN WRITING) FROM THE COUNCIL OR NEWHAM COUNCIL, THE HIRER MAY BE EXCLUDED FROM THE PARK AND OBLIGED TO MAKE FULL PAYMENT WITH RESPECT TO HIRE CHARGES; AND WILL BE LIABLE IN LAW FOR BREACH OF CONTRACT, AND MAY LEAD LEGAL ACTION BEING TAKEN BY THE LONDON BOROUGH OF NEWHAM.**

***I have read and understood the above conditions of hire*** and agree to adhere to them during the hire of the park. I agree to act as the named competent person for the event. I understand that I will receive notification of my authorisation or rejection within 28 days of receipt of the application form. Failure to comply with the mentioned conditions may result in legal action being taken by the London Borough of Newham and/or Metropolitan Police.

NAME OF PARK:

DATE OF EVENT:

SIGNATURE OF ORGANISER:

NAME (PRINTED):

DATE:

Please return this form along with the required information to:-

**Parksbookings@newham.gov.uk**

Parks & Open Spaces

Resident Engagement and Participation I People, Policy and Performance

London Borough of Newham

4th Floor West Wing, 1000 Dockside Road, Newham Dockside, E16 2QU

For Office Use:

Date Received:

Officers Signature:

**APPENDIX A: RISK ASSESSMENTS**

**WHAT IS A RISK ASSESSMENT?**

A risk assessment is nothing more than a careful examination of what at your event could cause harm to members of the public, performers, stewards etc. Risk assessments are also carried out so that you can weigh up whether you have taken enough precautions to prevent harm coming to those people entering your event. The aim is to ensure that no-one becomes hurt or ill.

Accidents and ill health can ruin lives, and could affect any future events.

The important things that you will need to decide is whether a *hazard is significant* and whether you have it covered by satisfactory precautions so that the *risk is small.* You will need to check this when you assess the risks, for instance electricity can kill but the risk of it happening at an outdoor event is remote, providing the “live” components are insulated and metal casings are properly earthed.

**HAZARD**

A hazard will mean anything that can cause harm to people and property i.e./ Generators, Staging Marquees etc.

**RISK**

Is the risk of the hazard high, medium or low. The risk is described as how likely the hazard will harm anyone.

**STEP 1: LOOK FOR HAZARD AREAS.**

Look at each of the areas of your event i.e. marquees, stages, car parking, entrances, exits etc.

**STEP 2: LOOK FOR HAZARDS.**

Look for all the possible hazards that could be at your event i.e. fire risks, crowding, aggressive behaviour, trip hazards etc.

**STEP 3: DECIDE WHO MIGHT BE HARMED.**

Look to see who might be harmed, and how they may be harmed i.e. event staff, catering staff, members of public etc.

**STEP 4: EVALUATE THE RISKS.**

Evaluate the risks and decide the precautions and how you may be able to lower the risks.

**STEP 5: RECORD YOUR FINDINGS.**

It is advisable to record your significant findings of your assessment. Risk assessments must be suitable and sufficient. You will need to be able to show that:

A proper check was carried out.

You asked who might be affected.

You dealt with all the obvious significant hazards, taking into account the number of people who could be involved.

The precautions are reasonable and risks are low.

Further guidance and information on Risk Assessments can be obtained from:-

Health & Safety Executive,

Rose Court,

2 Southwark Bridge

London SE1 9HS

Tel: 020 7556 2100 Fax: 020 7556 2102

There are companies that can carry out Risk Assessments on your behalf for your event. If you contact the London Borough of Newham Licensing Section they will be able to give you a list of companies who will be able to assist you.

Tel: 020 8430 2000 ext. 25303

**APPENDIX B: STEWARD INFORMATION**

**STEWARD RESPONSIBILITIES AND FUNCTIONS**

The main responsibility of the steward is Crowd management including the prevention of crushing. They are also there is assist the Police and other emergency services should the need arise. The training and competencies necessary for stewards at a particular event will depend on the duties to be undertaken.

**STEWARD FUNCTIONS INCLUDE**

Ensuring security at entrances and exits,

Recording the number of people entering the event.

Minimising the risk of fire (by carrying out patrols).

Controlling parking and marshalling of traffic (if applicable).

**NUMBERS OF STEWARDS**

To calculate the number of stewards needed for outdoor events, it is recommended that each separate task is considered and the number required then added together. An important factor is each entrance/exit should have at least two stewards for the duration of the event, but more when the event opens/closes. Stewards should also be placed around any stage areas that might be in use as well as marquees and walking around the event site. A higher number of stewards may be required where previous experience has shown that members of the public may exhibit undisciplined behaviour.

All stewards need to be fit to undertake their duties assigned to them, they should ideally be aged between 18 - 55 years old. While they are on duty at the event they should concentrate on their tasks in hand and not on any entertainment/performances.

Stewards should not leave their positions without permission of the chief steward.

Stewards while on duty should not consume or be under the influence of alcohol and/or drugs.

The stewards should remain calm and be courteous towards members of the public.

Stewards should not be positioned for long periods near to/next to loud speakers, and arrangements should be made for them to have rest periods at reasonable intervals.

All stewards ***SHALL*** wear a distinctive tabard and have the word ***“STEWARD”*** on the back.

Armbands and/or Badges on their own are ***NOT*** Allowed.

**TRAINING & COMPETENCIES**

It is the responsibility of the event organiser to ensure that all the event stewards receive a written statement of their duties, a checklist and a site plan showing the key features. They should also receive a briefing and shown around the site before the event starts, particularly communicating with the Chief steward, organiser and other emergency services.

***It is important that the stewards are competent.***

1. All stewards should know the site layout and being able to assist the public by giving information about the facilities etc.
2. Be aware of the locations of entrances/exits and first aid posts, and that no over crowding occurs in any part of the site.
3. Control unruly behaviour and investigating immediately and disturbances or incidents.
4. Ensure combustible refuse does not accumulate around the site.
5. Know and understanding the arrangements for evacuating the spectators/public and any coded messages.

**FIRE SAFETY TRAINING**

1. All stewards should know what action to take upon discovering a fire.
2. How to raise the alarm and emergency services.
3. What action to take on hearing the alarm and/or coded message.
4. Procedures for alerting members of the public and escorting them off site.
5. How to use fire extinguishers and what type to use and where.
6. To know the location of fire extinguishers/fire equipment points.

The event organiser or individual responsible for the training of the stewards should keep records of all fire safety training.

The record should include:

1. The date of the instruction or exercise.
2. The duration of the training.
3. The name of the person giving the instruction.
4. The name(s) of the person(s) undertaking the instruction.

**OBSERVATION POINTS**

At major events at least two observation points are required, and these should be staffed throughout the duration of the event. Stewards located at these points should have a clear view of the public in the event area. Headsets or earphones on radio’s will help overcome background noise.

**SITE PLAN**

The event organiser shall have a site plan of the venue to help assist the general management of the event and any emergencies that may arise.

**OTHER STEWARD ISSUES**

If the event is having a beer tent and stewards are going to be located around the tent to stop minors from entering this area, then the stewards will have to be registered with the London Borough of Newham’s Door Supervisors Scheme.

It is important that stewards at an event are properly briefed and supervised. Ideally stewards should be organised into small teams of about 5 - 6 people reporting to a team leader. These team leaders then report to a Chief Steward. It may be that your event does not need stewards organised in this way but there should be a single nominated person shall act as chief steward.

The names and addresses of the Chief steward and steward supervisors, and their relevant stewarding experiences will have to be supplied to the Parks Office before an event taking place. The event stewards will have to supply their names and addresses on a signing on sheet at the start of their duty at the event.

**PROFESSIONAL SECURITY**

There are a large number of private security companies that can provide event stewarding/security and it is recommended that you check the following if you are considering hiring them for your event.

1. Do they carry adequate public and employer liability insurance?
2. Do they maintain accurate personnel files?
3. Do they have a company policy on Health and Safety?
4. Do they have a company code of conduct and that they employ an adequate number of personnel who are competent in the following areas: Fire safety, emergency evacuation, and basic first aid and communication procedures.

**APPENDIX C: USE OF INFLATABLES**

**INFLATABLES:**

The following conditions must be met should you intend to hire an inflatable castle, etc.

1. **ONLY** diesel generators to be used within Newham’s Parks each generator is have its own carbon dioxide fire extinguisher and must be fenced off from the general public.
2. The inflatable must be securely anchored, using all the guy ropes. If situated on hard ground the ropes should be fixed to a solid source, guy ropes must not present a hazard and they must be clearly marked.
3. Impact - absorbing mats must be positioned at the open side of the inflatable.
4. There must be at least one suitably trained attendant constantly supervising the bouncers. An attendant who collects money cannot also adequately supervise the activity.
5. The inflatable must not become overcrowded. If the children are constantly knocking into each other the operator may not be following the maximum loading recommendations.
6. If the bouncers are of different ages/sizes, and the demand is great the attendant should operate rota to avoid larger children crushing smaller ones.
7. You must instruct the children to remove sharp articles of clothing like shoes, buckles and jewellery.
8. It must be evident that the attendant is controlling the children. Horseplay should not be allowed and the children should not be allowed to climb the walls.

Extra information regarding the safe use of “Bouncy Castles” and inflatables can be obtained from the ISRM who have published a title called “The Safe Use and Operation of Bouncy Castles”.

**APPENDIX D: CONDITIONS OF USE OF FAIRGROUND RIDES & AMUSEMENTS**

The hirer agrees with the following Council’s requirements.

a) Not to use the area hired for a fairground/event for any other purpose than an amusement fair and in connection with the holding of the amusement fair the hirer shall provide all necessary equipment or usual stands, stalls machines, wagons and other equipment.

b) To produce at the time of booking, a current independent Safety Certificate for Devices Operating at Travelling Fairs as issued by the Showman’s Guild of Great Britain, and displayed in a conspicuous place on each piece of fairground equipment.

c) That the minimum insurance cover for the purpose of public liability shall be £10 million pounds for any one accident unlimited, unless otherwise agreed by the Council.

d) All additional services, such as electricity and water shall be arranged and paid for by the hirer.

e) To set up on the area hired structures of a temporary and movable character only.

f) To keep clean the area hired and any vehicle booths, tents, or temporary structures for the period of hire, and to remove daily all rubbish and debris that may be deposited on the hired area. No ditch or watercourse is to be polluted in the way of rubbish, debris, liquids, chemicals etc.

g) Not to play or permit to be played music or loud speaker apparatus of any description without the arrangement of the Council with regards to sound levels and time periods for use on any day during the period of occupation.

h) Not to make or allow any greater charge to the public in respect of the entrance to use of any fairground facilities than may be approved by the Showman’s Guild of Great Britain.

i) To observe all instructions and directions issued by the Council, Police and Fire Brigade.

j) To provide proper, adequate and hygienic sanitary convinces on the event area for the use by the fairground staff and the public.

k) Not to encroach or obstruct on any other land of the Council or on any highway or footpath but to hold the amusement fair and all such equipment and vehicles within the agreed area of hire for the fairground.

l) To obtain agreement from the Council for the erection of any fencing additional to that already exists and to remove this temporary fencing at the end of the hire period.

m) To make arrangements to the satisfaction of the Chief Fire Officer and the Entertainment Officer for the protection of the goods and equipment of the hirer and the safety of fairground staff and public against injury caused by fire or other hazards.

n) The hirer to contact the local Health and Safety Executive to inform them that the fun fair/rides will be at the event.

**FAIRGROUND RIDES & AMUSEMENTS**

At the end of the hire period all structures erected by the hirer must be totally removed from the premises and the hirer must make good any damage to the hired area and its surrounding area. The Council must be entirely satisfied that all clearing works are completed before any damage security money can be refunded.

The hirer shall pay all rates and taxes and other out goings or charges whatsoever which may be made or become payable in consequence upon the holding of the amusement fair.

All electrical cabling shall be buried underground or suitable non tripping materials to be laid over cables running over hard surfaces.

Planning permission is required from the council for any amusement fair of 28 days or more. As previous fairs may have been held within the same calendar year it is essential that the hirer clarifies with the Council any requirement for planning permission.

The hirer shall not interfere with the implementation of any other parks activities within the hired area, nor shall the hirer obstruct any Council employee or contractor from carrying out any activity or duty. The Council reserves the right to inspect the area hired at any reasonable time.

The hirer will comply with all Council Bylaws pertaining to the Parks.

**THE COUNCIL RESERVES THE RIGHT TO REFUSE ANY APPLICATION WHATSOEVER, OR TERMINATE ANY AGREEMENT WHICH MAY HAVE BEEN ACCEPTED, WITHOUT ANY REASON BEING GIVEN.**

**IN THE EVENT OF A REFUSAL TO COMPLY WITH THESE CONDITIONS OR ANY INSTRUCTIONS (VERBAL OR IN WRITING) FROM THE COUNCIL THE HIRER MAY BE EXCLUDED FROM THE PARK AND OBLIGED TO MAKE FULL PAYMENT WITH**

**RESPECT TO HIRE CHARGES; AND WILL BE LIABLE IN LAW FOR BREACH OF CONTRACT, AND MAY LEAD LEGAL ACTION BEING TAKEN BY THE LONDON BOROUGH OF NEWHAM.**

***I have read and understood the above conditions of hire*** and agree to adhere to them during the hire of the park. I agree to act as the named competent person for the event. I understand that I will receive notification of my authorisation or rejection within 28 days of receipt of the application form. Failure to comply with the mentioned conditions may result in legal action being taken by the London Borough of Newham and/or Metropolitan Police.

NAME OF PARK:

DATE OF EVENT:

SIGNATURE OF ORGANISER:

NAME PRINTED:

DATE:

Please return this form along with the required information to:

**Parks****bookings@newham.gov.uk**

Parks & Open Spaces

Resident Engagement and Participation I People, Policy and Performance

London Borough of Newham

4th Floor West Wing, 1000 Dockside Road, Newham Dockside, E16 2QU

For Office Use: Date Received: Officers Signature: