



NORTH WALSHAM TOWN COUNCIL

Use of Park Application Form

Organiser: _____

Location & Nature of Use: _____

Date/Days: _____ Times: _____

Risk Assessments, insurance documents and methods statements in place **YES/NO** If **YES** please attach, if **NO** when will these be available ? _____

Is this for an Event (which includes vehicles, or equipment, or structures, or tents, or public activities: **YES/NO** if **YES** - Once an event is approved:-

- An Event Management plan will be required, (available on our website <https://nwtc.org.uk/the-council/policies/>)
- Commercial Events are asked to consider making a donation to the Mayor's Charity of £100 per day on site
- A refundable damage deposit of £1000 will be required prior to the event (to be paid by cheque)
- If requested by the Town Council, local residents must be notified at least 14 days prior to the event

Please Note: It is NOT the responsibility of the Town Council to clear up after an activity/event

The NWTC **General Privacy Statement** explains how we use your personal data, store it securely and how you can exercise your rights. All data will be destroyed in line with our **Retention & Disposal Policy**

Terms and Conditions

1. The Organiser shall take out adequate Public Liability insurance cover of at least £5 million, and Employer's Liability insurance cover of £5 million fully indemnifying the Council against accidents or injury to third parties and/or damage to third party property.
2. Parks **MUST** be left in a tidy condition after the activity, free from litter and other rubbish
3. Any advertising **MUST** be removed after the activity has ended
4. The Town Council reserves the right to stop the activity if the approved Event Management Plan, and these terms and conditions, are not followed
5. Arrangements need to be made for unlocking the gates, when required
6. No vehicle shall be driven over any grassed area without prior permission from the Town Council office

Signed: _____ Date: _____

Email: _____ Phone: _____

Please return form to – Office 4, Cedar House, 3 New Road, North Walsham, NR28 9DE or email to - info@nwtc.org.uk

FOR OFFICE USE

Approved YES/NO

Meeting and Date: _____