



Received by	
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## LAND HIRE APPLICATION FORM

Event Name

Event Date

Location

Ocombe Farm Berry Head Cockington Country Park Ansteys Cove Roundham Head Elberry Cove Valley of the Rocks Churston Woods 

&amp; the Grove

### Section 1 – Organiser Details

Name of Organisation

Event Organiser(s)

Contact Address

  
  


Post Code

Tel Number – Work

Tel Number – Mobile

Fax Number

Email Address

Name and Contact Number of responsible person on site during the proposed event

Name

Mobile

Where should any enquiries from the public directed?

Name

Tel No

Type of event (tick one box only)

Commercial Non-Commercial Charity / Fundraising 

Name of Charity

Registered No

## Section 2 – Event Details

Dates / Times Site Access Required

	FROM		TO					
Site Set Up	Date	<input style="width: 60px; height: 20px;" type="text"/>	Time	<input style="width: 60px; height: 20px;" type="text"/>	Date	<input style="width: 60px; height: 20px;" type="text"/>	Time	<input style="width: 60px; height: 20px;" type="text"/>
Event Start	Date	<input style="width: 60px; height: 20px;" type="text"/>	Time	<input style="width: 60px; height: 20px;" type="text"/>				
Event Finish					Date	<input style="width: 60px; height: 20px;" type="text"/>	Time	<input style="width: 60px; height: 20px;" type="text"/>
Site Clearance	Date	<input style="width: 60px; height: 20px;" type="text"/>	Time	<input style="width: 60px; height: 20px;" type="text"/>	Date	<input style="width: 60px; height: 20px;" type="text"/>	Time	<input style="width: 60px; height: 20px;" type="text"/>

Anticipated Attendance Numbers

Will you be playing music? Yes  No  If Yes, indicate timings below

Date From  Time  Date To  Time

Do you intend to provide or sell food? Yes  No

Type

Do you intend to provide any of the following attractions / facilities?

List each entertainment provider in more detail in Section 3

Carnival / Procession <input type="checkbox"/>	Fairground Rides <input type="checkbox"/>	Horses / Animals <input type="checkbox"/>
Live / Recorded Music <input type="checkbox"/>	Live Entertainment <input type="checkbox"/>	Lost Children Point <input type="checkbox"/>
Motor Vehicles <input type="checkbox"/>	Inflatables <input type="checkbox"/>	Staging <input type="checkbox"/>
Barriers / Fencing <input type="checkbox"/>	Marquees <input type="checkbox"/>	Stewarding <input type="checkbox"/>
PA System <input type="checkbox"/>	On Site Communications <input type="checkbox"/>	Portable Generators <input type="checkbox"/>

Do you require a power supply? Yes  No  Indicate requirement in space provided

Do any vehicles require overnight parking? Yes  No

Supply details of First Aid cover

### EVENT NOTIFICATION

It is the responsibility of the Event Organiser to notify the relevant **Emergency Services** of your event.

Please supply details of who was contacted below

	Date and Name of person notified
Police	
Fire	
Ambulance	



## Section 4 – Organiser Responsibilities

### **Event Access**

It is the responsibility of the Event Organiser to ensure that appropriate event signage and adequate stewarding are in place ensuring that visitors can easily and safely access the site for the duration of the event.

### **Vehicles on Site**

Vehicles are not permitted to drive on to grassland or any other area not designed for vehicle use. If access to a restricted area is required, prior consent from the Trust must be arranged so that the relevant access gates can be opened. Any damage to the grounds associated with this event may be charged at the discretion of Torbay Coast and Countryside Trust. Once assembled, traders must park in the allocated overflow car park.

### **Litter**

The Event Organiser is responsible for ensuring that the site is free of litter during and after the event. Trust litter bins will not be permitted to be used for disposal, therefore arrangements for additional refuse bins, are to be made. Food traders are to be provided with sufficient refuse sacks. Any litter left on site will incur a charge for its removal.

### **Alcohol Traders**

The Event Organiser is responsible for ensuring that a Temporary Event Notice for the Supply of Alcohol is obtained from Torbay Council if the premises are not already licensed.

### **Food Traders**

The Event Organiser is responsible for ensuring that each food and drink trader provides copies of their Liability Insurance, is registered with their Local Authority and will provide their own hand washing facilities during the event.

### **Entertainment**

The Event Organiser is responsible for ensuring that a Temporary Event Notice for Regulated Entertainment is obtained from Torbay Council if the premises are not already licensed.

### **Fireworks are not permitted at Cockington Country Park**

### **Documentation**

The Event Organiser is responsible for ensuring that the following documentation is sent to Torbay Coast and Countryside Trust at least 6 weeks prior to the Event.

- A detailed site plan showing the positions of stalls, marquees, entertainment providers, car parking and steward locations.
- Event Risk Assessment and Fire Risk Assessment.
- A copy of current, Public Liability Insurance.

## Section 5 – Insurance and Indemnity

Event

Location

Date

An agreement having been reached between the Event Organiser, detailed on Page 1 (hereinafter referred to as “the Operator”) and Torbay Coast and Countryside Trust (hereinafter referred to as “the Trust”) of Occombe Farm, Preston Down Road, Paignton for the carrying out of the above event on the above date, it is further agreed that:

- 1) The Operator shall accept full responsibility for any sub-contractor, caterer or employee and will full indemnify the Trust against all costs, charges, claims or actions for, or in respect of, an injury to any person unless caused by the direct negligence of the Trust, or any loss or damage to property or to the land or any buildings thereon.
- 2) The Operator shall accept full responsibility for and will indemnify the Trust, its servants and agents against all actions, claims, proceedings, costs and expenses howsoever arising out of or in connection with the Operators occupation or use of the site and the Operator shall effect or have in place a policy of insurance against such risks. A letter or declaration that adequate liability insurance cover has been effected which is signed by an Insurance Broker or Insurance Company must be produced to the Trust prior to the Event.
- 3) The Operator is responsible for ensuring that any licenses that are necessary have been obtained.

If permission is granted for the above Event, the Organiser hereby agrees to comply with the indemnity above and all other responsibilities outlined in this document.

Signed

Print

Date

**As Event Organiser**

Signed

Print

Date

**For Torbay Coast and Countryside Trust**