



Received by	
Date received	

LAND HIRE APPLICATION FORM

Event Name

Event Date

Location

Occombe Farm <input type="checkbox"/>	Berry Head <input type="checkbox"/>	Cockington Country Park <input type="checkbox"/>	Ansteys Cove <input type="checkbox"/>
Roundham Head <input type="checkbox"/>	Elberry Cove <input type="checkbox"/>	Brunel Woods <input type="checkbox"/>	Churston Woods <input type="checkbox"/>
Sharkham Point <input type="checkbox"/>	Bishop's Walk <input type="checkbox"/>		& the Grove <input type="checkbox"/>

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 type="text"/>	Time <input type="text"/>	Date <input type="text"/>	Time <input type="text"/>
Event Start	Date <input type="text"/>	Time <input type="text"/>		
Event Finish			Date <input type="text"/>	Time <input type="text"/>
Site Clearance	Date <input type="text"/>	Time <input type="text"/>	Date <input type="text"/>	Time <input 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 ☐

Fairground Rides ☐

Horses / Animals ☐

Live / Recorded Music ☐

Live Entertainment ☐

Lost Children Point ☐

Motor Vehicles ☐

Inflatables ☐

Staging ☐

Barriers / Fencing ☐

Marquees ☐

Stewarding ☐

PA System ☐

On Site Communications ☐

Portable Generators ☐

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 3 – Trader Register

Please list each trader attending your event (use additional pages as required)

[illegible]

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