



**WOODBIDGE TOWN COUNCIL**  
**APPLICATION FOR THE HIRE OF KINGSTON FIELD FOR AN EVENT**

*This Application Form does not constitute a Confirmed Booking*

**1. HIRER**

**Name & Address of Applicant:**

**Tel No:**

**Mobile No:**

**Email Address:**

**Charity Registration No:**

**On behalf of:**

**2. PERIOD OF HIRE - ONE OFF BOOKING**

**BLOCK BOOKING**

**Date/s Required:**

**Time Required (This MUST include preparation time)**  
**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Contact Name on day of event:**

**Tel No:**

**3. FACILITIES *Please tick if you will require:***

**VEHICULAR ACCESS TO DROP DOWN BOLLARDS**

**4. PURPOSE OF HIRE**

**Type of Function:**

**Number of People Expected To attend:**

**5. DO YOU INTEND TO PROVIDE MUSIC?**  **YES / NO**

**5a. WILL THIS BE AMPLIFIED?**  **YES / NO**

**6. WILL MEMBERS OF THE PUBLIC BE IN ATTENDANCE?**  **YES / NO**

**6a. DO YOU INTEND TO CHARGE AN ENTRANCE FEE?**  **YES / NO**

**7. DO YOU INTEND TO USE KINGSTON FIELD FOR PROFIT/GAIN?**  **YES / NO**

**8. DO YOU INTEND TO INCLUDE OR PROVIDE ANY OF THE FOLLOWING?**

Please ✓ all sections that apply and provide further information where necessary.

*Please note, failure to complete this section may result in your application being rejected.*

<b>Tents or Marquees</b> Size, type and number	<b>YES</b> <input type="checkbox"/>	Details
<b>Fireworks/Pyrotechnics</b> If yes, please provide details on a separate sheet	<b>YES</b> <input type="checkbox"/>	Details
<b>Carnival/Procession</b> If yes, please provide route on a separate sheet	<b>YES</b> <input type="checkbox"/>	Details
<b>Funfair/Inflatables</b> Size, type and number	<b>YES</b> <input type="checkbox"/>	Details
<b>Regulated Entertainment</b>	<b>YES</b> <input type="checkbox"/>	Details
<b>Temporary staging and/or stands</b> Size, type and number	<b>YES</b> <input type="checkbox"/>	Details
<b>Sanitary provision including portable toilets</b> Size, type and number	<b>YES</b> <input type="checkbox"/>	Details
<b>Professional Stewarding/Security including Overnight security</b>	<b>YES</b> <input type="checkbox"/>	Details
<b>Professional event production/management company</b>	<b>YES</b> <input type="checkbox"/>	Details
<b>Generators</b>	<b>YES</b> <input type="checkbox"/>	Details
<b>Exhibitors/Stalls/Markets</b> Size, type and number	<b>YES</b> <input type="checkbox"/>	Details
<b>Catering for Public Consumption</b> <i>*The sale of Alcohol is not permitted</i>	<b>YES</b> <input type="checkbox"/>	Details
<b>Area Displays/Sideshow</b> Size, type and number	<b>YES</b> <input type="checkbox"/>	Details
<b>Animals</b>	<b>YES</b> <input type="checkbox"/>	Details
<b>NONE OF THE ABOVE</b>	<b>YES</b> <input type="checkbox"/>	
<b>Other Information:</b> Will you be using other elements that are not listed above?	<b>YES</b> <input type="checkbox"/>	Details

**9. LITTER CONTROL**

Please provide details of how you intend to manage waste and control litter onsite:

## 10. SITE PLAN

Please provide completed site plan of your intended site layout with your application.

## 11. SPECIAL PERMISSIONS – As required under the Licensing Act 2003

Live, amplified or recorded music	YES / NO	
Dance	YES / NO	
Film/Theatrical performances	YES / NO	
Live/Regulated Entertainment	YES / NO	

If you have said 'YES' to Regulated Entertainment you may need to apply to East Suffolk District Council for a Temporary Events Notice. Further details including common exemptions can be found at:

<https://www.eastsuffolk.gov.uk/business/licensing/>

An approved copy of any TEN obtained must be forwarded to Woodbridge Town Council for information.

### Declaration:

I confirm that to be best of my knowledge, the information I have provided in this Application Form is correct and true.

I understand my Application Form will be rejected if I have deliberately given false or misleading information.

I understand that submission of this form does not mean I have the permission to hold the event and that I may be required to provide further information before a Confirmation of Hire is sent.

Signed:

Date:

### PLEASE SEND COMPLETED APPLICATION TO:-

Woodbridge Town Council  
Shire Hall  
Market Hill  
Woodbridge  
Suffolk  
IP12 4LP

### Internal Use Only

Hire Charge:

Approved by Town Clerk:



**WOODBIDGE TOWN COUNCIL**  
**APPLICATION FOR THE HIRE OF KINGSTON FIELD FOR AN EVENT**  
*SITE PLAN (See Section 10 of Application of Hire)*



## **TERMS AND CONDITIONS OF HIRE OF KINGSTON FIELD**

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1. **Interpretation** - The owner of Kingston Field is Woodbridge Town Council, referred to as the Council. The premises to be used shall be Kingston Field.

2. **Applications for Hire & Payment Terms - An Application for Hire does not constitute a Confirmed Booking for the use of the premises.** If the Council accepts the application the person signing the form shall be deemed to be the hirer and as such, the person responsible to the Council for the observance of these Terms and Conditions of hiring the premises. The Hirer or his responsible representative is to be personally present during the period of use.

A Confirmation of Booking and Invoice will be sent to confirm the hire of the premises. The Hirer must pay in FULL the hire charge 21 days from the Invoice date or 7 days prior to the event, whichever is the earlier **Please DO NOT begin publicity of the event until you receive a Confirmation of Hire AND full payment has been received to the Town Council.**

3. **Charges** - Charges for hiring shall be in accordance with the current scale of charges. There will be no refunds of fees unless under exceptional circumstances and at the discretion of the Town Clerk. Requests for refunds must be made in writing to the Town Clerk. **In all circumstances an Administration Fee of £15 will be charged.**

4. **Use of Premises** - The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-let the premises or any part of it or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

5. **Cancellation of Hiring** - The Council shall be entitled to cancel the hiring, if the Terms & Conditions are not met or if any sum is not paid by the Hirer by the date upon which it is due.

6. **Conditions of Hire** - The Hirer is responsible for ensuring that:

- **Vehicular access is permitted for loading and unloading purposes only. Vehicles must be removed once this has occurred and no vehicle to be permitted on the premises at any other time.**
- Adjacent highways must not be obstructed.
- No nuisance, annoyance or disturbance is caused to the public or to owners or occupiers of neighbouring premises.
- All dog fouling to be collected and disposed of in the designated Fido Bins.
- All litter is cleared and bins emptied and rubbish taken off site and disposed of by the Hirer.
- A Site Plan showing where attractions are to be located at the premises for the event is completed and returned to the Town Council at the time of Hiring.
- Only temporary Gazebo type structures are permitted on the premises for the event and they do not encroach onto the All Weather Cricket Wicket and 5-a-side Football Pitch.

7. **Additional Conditions of Hire** - Should the keys to the drop down bollards be required the Hirer will need to contact the offices of Woodbridge Town Council before 2.00 p.m. (when the Town Council office closes) either on the day of hiring or if at a weekend on the previous Friday of the event to obtain the access keys. The Hirer is responsible for ensuring the bollards are locked and secured at the end of the event and the keys returned to the offices of Woodbridge Town Council having vacated the premises by the time stipulated on the Confirmation of Hire.

**The Hirer is advised to familiarise themselves with access to the bollards before the event.**

8. **Damage, Loss and Accident** - The Hirer shall reimburse to the Council the amount incurred by the Council in making good any damage to the premises, or any article or equipment belonging to the Council arising directly or indirectly out of the hiring of the premises.

The hirer shall be responsible for their visitors, including their safety and well-being whilst attending the event. It is therefore, the responsibility of the Hirer by way of indemnity to effect insurance against all claims, costs or demands in respect of personal injury and/or loss or theft of and/or damage to property howsoever suffered or incurred by any person or company whatsoever which may arise out of the hiring of the premises to the value of **£5,000,000. The council will require such insurance to be effected and the production of evidence of**

**the same should members of the public be in attendance at an event. Failure to comply will result in the cancellation of the hiring.**

The Hirer shall indemnify the Council against all actions, claim, costs, demands and the like made against the Council and attribute directly or indirectly to the hiring of the premises on the Terms, Conditions, and Regulations herein contained.

- 9. Force Majeure** - If either party is prevented or delayed in the performance of any of its obligations under the agreement by an event of force majeure then the affected party shall have no liability in respect of such prevention or delay.
- 10. Maintenance of Good Order** - The Council is not required to provide such supervision in any manner.
- 11. Licensing Act 2003** - **The premises is not licensed under the Licensing Act 2003 therefore Music, Dancing and the sale of Alcohol is not permitted. Furthermore, Kingston Field is covered by the Alcohol Consumption in Designated Public Places (Woodbridge) Order (No.1) 2007.** However should a license for regulated entertainment be required the Hirer must obtain a Temporary Events Notice for the period of the hire from East Suffolk District Council and send an approved copy to the Town Council.
- 12. Health & Safety** - It is the Hirer's responsibility to properly carry out risk assessments and to ensure that all working practices comply with the codes of practice referred to below and all applicable laws, regulations, rules and industry codes of practice.
- 13. Outbreaks of Fire** - The Hirer to be aware of the action to be taken in the event of a fire, which will include calling the Fire Service on 999 and evacuating the premises. Adjacent highways must be kept clear at all times.
- 14. Electricity Supply** - There is no provision of electricity supply at Kingston Field. Should electricity be required the Hirer may wish to contact Mr Jeremy Nears at Kingston Pavilion for consent to use his electricity supply. The use of generators is permitted.
- 15. Electrical Appliances Safety** - The Hirer shall ensure that any electrical appliances brought by them to the building and used, shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.
- 16. First Aid Cover** - The Hirer is responsible for providing any required first aid cover.
- 17. Prohibitions** - All hiring's are subject to no alterations or additions being made by the hirer to fixtures, fittings or other arrangements of the premises.
- 18. Right of Entry** - Any duly authorised Officers of the Council on duty shall at all times have free ingress and egress to and from the premises.
- 19. No Rights** - The Confirmation of Hire constitutes permission only to use the premises and confers no tenancy or other right of occupation on the hirer.