



**WOODBIDGE TOWN COUNCIL**  
**APPLICATION FOR THE HIRE OF ELMHURST PARK 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 which facilities you require:**

- ACCESS TO PUBLIC CONVENIENCES
- EXTERNAL ELECTRICITY SUPPLY AT BANDSTAND
- USE OF FLAGPOLE

**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 ELMHURST PARK 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"/>	<b>Details</b>
<b>Fireworks/Pyrotechnics</b> If yes, please provide details on a separate sheet	<b>YES</b> <input type="checkbox"/>	<b>Details</b>
<b>Carnival/Procession</b> If yes, please provide route on a separate sheet	<b>YES</b> <input type="checkbox"/>	<b>Details</b>
<b>Funfair/Inflatables</b> Size, type and number	<b>YES</b> <input type="checkbox"/>	<b>Details</b>
<b>Regulated Entertainment</b>	<b>YES</b> <input type="checkbox"/>	<b>Details</b>
<b>Temporary staging and or stands</b> Size, type and number	<b>YES</b> <input type="checkbox"/>	<b>Details</b>
<b>Sanitary provision including portable toilets</b> Size, type and number	<b>YES</b> <input type="checkbox"/>	<b>Details</b>
<b>Professional Stewarding/Security including Overnight security</b>	<b>YES</b> <input type="checkbox"/>	<b>Details</b>
<b>Professional event production/management company</b>	<b>YES</b> <input type="checkbox"/>	<b>Details</b>
<b>Generators</b>	<b>YES</b> <input type="checkbox"/>	<b>Details</b>
<b>Exhibitors/Stalls/Markets</b> Size, type and number	<b>YES</b> <input type="checkbox"/>	<b>Details</b>
<b>Catering for Public Consumption *</b> *The Sale of Alcohol is not permitted	<b>YES</b> <input type="checkbox"/>	<b>Details</b>
<b>Area Displays/Sideshow</b> Size, type and number	<b>YES</b> <input type="checkbox"/>	<b>Details</b>
<b>Animals</b>	<b>YES</b> <input type="checkbox"/>	<b>Details</b>
<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"/>	<b>Details</b>

## 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**

<b>Regulated Entertainment including:</b> <ul style="list-style-type: none"> <li>• Live and recorded music</li> <li>• Dancing</li> <li>• Performance of Plays</li> <li>• Exhibiting of Films</li> </ul>	<b>YES / NO</b>	
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*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:-**

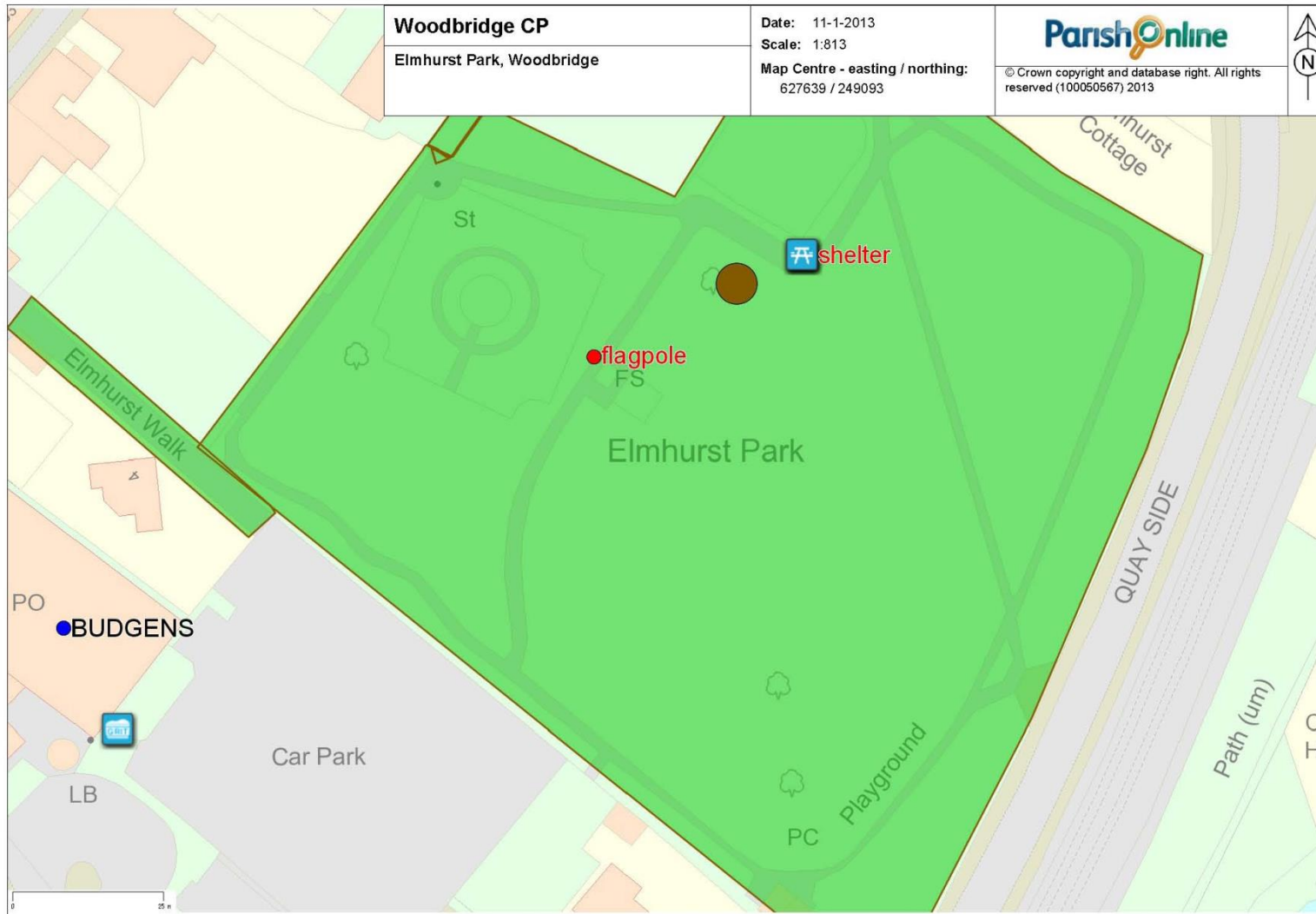
**Woodbridge Town Council  
Shire Hall  
Market Hill  
Woodbridge  
Suffolk  
IP12 4LP**

*Internal Use Only*

<i>Hire Charge:</i>	<i>Approved by Town Clerk:</i>
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**WOODBIDGE TOWN COUNCIL**  
**APPLICATION FOR THE HIRE OF ELMHURST PARK FOR AN EVENT**  
*SITE PLAN (See Section 10 of Application of Hire)*



**Woodbridge Town Council, Shire Hall, Market Hill, Woodbridge, Suffolk IP12 4LP Tel: 01394 383599**  
[deputytownclerk@woodbridge-suffolk.gov.uk](mailto:deputytownclerk@woodbridge-suffolk.gov.uk) [www.woodbridge-suffolk.gov.uk](http://www.woodbridge-suffolk.gov.uk)

## **TERMS & CONDITIONS OF HIRE OF ELMHURST PARK**

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1. **Interpretation** - The owner of Elmhurst Park is Woodbridge Town Council, referred to as the Council. The premises to be used shall be Elmhurst Park.
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.**
  - No parking is permitted on access roads to the premises which must be kept clear for emergency vehicles at all times.
  - 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 litter disposed of in the Wheelie Bins (located next to the Nursery Office by the premises entrance) at the end of the event.
  - 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 to be erected at the premises for the event.
7. **Additional Conditions of Hire** - Should electricity supply to the Bandstand 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 sockets 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.

Should access to the Public Conveniences 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 Public Conveniences 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.

Should the use of the Flagpole 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 key which will allow access to the mechanism to raise/lower the Flagpole. The Hirer is responsible for ensuring the Flagpole mechanism is secured at the end of the event and the key returned to the offices of Woodbridge Town Council having vacated the premises by the time stipulated on the Confirmation of Hire. **Should Electricity, Toilets or the Flagpole be required the Hirer is advised to familiarise themselves with access to these facilities before the event.**

## TERMS & CONDITIONS OF HIRE OF ELMHURST PARK

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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 including seasonal bedding and permanent planting 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 the 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 Hirer shall at all times be responsible for the supervision of the premises and maintenance of good order and shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the accommodation and that no-one trespasses on the premises. 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, Elmhurst Park is covered by the Alcohol Consumption in Designated Public Places (Woodbridge) Order (No.1) 2007.** However should a licence for regulated entertainment be required the Hirer must obtain a Temporary Events Notice for the period of the hire from East Suffolk 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. Entrance and exit routes must be kept clear at all times.
14. **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.
15. **First Aid Cover** - The Hirer is responsible for providing any required first aid cover.
16. **Prohibitions** - All hiring's are subject to no alterations or additions being made by the Hirer to the seating, seasonal bedding displays, permanent planting, fixtures, fittings or other arrangements of the premises.
17. **Smoking** - Smoking is not permitted in the Public Conveniences.
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 Council 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.