



Site Booking Form

Bookings are subject to rules, regulations and conditions

A. The Event

1. Name of Event:	
2. Intended Location:	Charles Cowper Field / Jubilee Field /
3. Is a proposed site plan attached?	Yes/No
4. Estimated number of people attending:	

B. The Event Organiser's Details

1. Person's Name	
2. Organisation Name & Charity number if applicable.	
3. Contact Address	
4. Contact e-mail	
5. Contact Phone number	
6. Contact Mobile number	

C. The Event Details

Description of proposed event:			
	Date	Start Time	End Time
Date and time for event			
Date & Time to enter site for Preparation			
Date and Time site will be vacated after clear up			

D. Supplementary Information

	Yes	No	Comment
1. Is this a Fund Raising Event?			
2. Will you be using the Village Hall?			
3. Will there be alcohol at the event and if so who is the supplier?			
4. Will you be supplying food and/or refreshments?			
5. Will there be music at this event?			
6. Will you need vehicular access to the site?			
7. Will you need parking on the site other than in the car park?			
8. Will there be any ignited flames at the event (eg barbecues, fireworks, chimeras etc)			
9. Do you need exclusive access to all or part of the site?			
10. Is this Event open to the Public?			
11. Will people be staying on site overnight?			
12. Are you obtaining a Temporary Events Licence?			
13. Will you be making a donation towards the upkeep of the site?			

	Please provide full details
Is this a Commercial Event ¹ or non-Commercial Event	
Will you be instructing 3 rd party suppliers (e.g. Caterers, Marquees, Musicians, entertainers etc) please provide details or all 3 rd party suppliers	
Are you intending to have inflatables (eg bouncy castles, bucking broncos, assault courses, bungee runs etc)? ²	

¹ i.e. intended to make a financial surplus

² If Yes please provide contractors valid certificate of Public Liability Insurance (must include insurer, policy number, period of cover and minimum sum insured of £10m)

Are you intending to use a drone?	
Will the event involve projectiles (eg archery, shooting, catapults etc)?	
Do you anticipate the need for any of the following: Highway Directions signs; Road Closure; On Street Parking Restriction; Car Park Closure .	
Has insurance been arranged in respect of Public Liability or Third Party Risks (including Products liability where appropriate)? If so please provide name of insurer and value of cover	

Attachments:

Site Plan	
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Risk Assessment	
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To follow:

Certificate of Public Liability Insurance for inflatables	
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Certificate of Organisers Public Liability Insurance	
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Temporary Events Licence	
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Signed:

Name:

E-mail:

Please send completed form to The Clerk, Boddington Parish Council, 74 Sidney Road, Woodford Halse, Daventry, NN11 3RR

Alternatively a copy can be emailed to clerk@boddingtonpc.uk

COPIES OF THIS FORM MAY BE FORWARDED TO POLICE, AMBULANCE SERVICE, FIRE & RESCUE SERVICE AND THE COUNTY HIGHWAYS MANAGER.