
##### APPLICATION FORM FOR

###### HIRE OF SPACE FOR PROMOTIONAL, ARTS AND COMMUNITY USE

**(HIGH TOWN/COMMERCIAL ST, HEREFORD)**

Please ensure you have read the General Guidelines before completing this application.

Name of activity: …………………………………………………………………….…

Activity location: HIGH TOWN/COMMERCIAL ST, HEREFORD – Exact plot to be confirmed.

Event date: ………………………… Event time: START……………FINISH……………

Section One - Organiser Details

* Name of organisation: ………………………………………………………….
* Name of event organiser/s: ……………………………………………………
* Company/Charity Registration Number: .…………………………………….
* Contact address: ……………………………………………………………….

 ………………………………………………………………...

* Postcode: ………………………..
* Tel. No. Home:…………………..
* Tel. No. Work: …………………..
* Mobile No: …………………………
* Fax No.: ……………………………
* E-mail Address: ……………………

Section Two - Activity Details

* Description of event proposed (including any items to be sited on the highway, nature of display materials, petitions, etc):

………………………………………………. Area Required (sq. ms):

 (this box must be completed)

……………………………………………….. No. of people attending

(from your organisation):

……………………………………………………………………………………………………

………………………………………………...………………………………………………….

……………………………………………………………………………………………………

……………………………………………………………………………………………………

* Is this a (please tick one box only)

Registered Charity event Commercial

Not for Profit

* Do you intend to utilise or permit any of the following attractions at the site? If so, please tick the appropriate boxes.

Information stall Live music

Exhibition unit Live entertainment

Motor vehicles Marquees

P.A. system P.A. System Portable Staging

Leaflet Distribution Electrical Supply if required (subject to availability):

Signed Petition

 16A (3 pin caravan style)

 32A (3 pin caravan style)

Other: (please specify)

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

**Note:** Please supply as much information as possible on all of the items above. After this application has been submitted, no additional items may be included without the express consent of Herefordshire Council.

Section Three - Insurance

* Event Organisers are required to hold a current policy of Insurance in respect of Public Liability or Third Party risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council's Risk and Insurance Section and Legal Section. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.
* Organisers will be required to produce evidence of their insurance cover.

**Note**: All public liability documentation must be sent to us with signed contract before the Event. Failure to comply will result in the Council refusing to grant permission for the holding of the event.

Section Four - Site Plan

* You will be issued with a High Town/Commercial St map, once we have received and processed your application if successful. This will show the location that has been allocated for your display/event/promotion.

Section Five - Application

* We aim to process your application within two weeks of receipt.
* We will advise you if your application is successful and what the costs and any specific conditions will be.

We will also write to you if you application has been rejected.

* If successful, two contracts will be sent to you, both are to be signed and returned to Herefordshire Council with hire fee, and copy of public liability insurance. Please note we accept cash, cheque and credit/debit card payments.

If permission is granted for this event, I hereby agree to comply with the conditions set out in this form, the advice notes in the booklet, and any departmental terms and conditions and all reasonable instructions given by any authorised Officers of the Council.

**I have read and understood these conditions and agree to be bound by them.**

Signed: ……………………………………………..…… Date: ………………………………

Position in organisation: ………………………………..…………………………………………….

Please send this completed form, together with any supporting documentation to the following: Herefordshire Council, Markets, Fairs and Street Trading Section, Markets, Fairs and Street Trading Section, Unit 38, Three Elms Trading Estate, Hereford, HR4 9PU or e-mail it to markets@herefordshire.gov.uk

**DATA PROTECTION ACT:**

Herefordshire Council is the Data Controller under data protection law and will use the information you provide on this form in order to process your application.. The legal basis for processing this data is our legal obligations for regulating the hire of space scheme. We will keep your data for 6 years. Where necessary we may share this personal data with partner organisations for the protection of public funds administered which may include the prevention or detection of fraud and auditing purposes. Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner’s Office https://ico.org.uk/

**OFFICIAL USE ONLY**

Event Ref. No Dated Received Contract Sent Contract Returned

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