

Park hire application form

Site required (please circle)

Lichfield: Stowe Pool / Minster Pool / Darnford Park / Stychbrook Park

Burntwood: Chase Terrace Park / Princes Park / Redwood

Agreement for the hire of: **Parks and open spaces**

All enquiries to **01543 308168** or **parks@lichfielddc.gov.uk**

Privacy Notice - General Data Protection Regulation

What you need to know about how we will deal with the information you provide in this form.

Data controller

Lichfield District Council is the 'controller' of your personal data. **Address:** District Council House, Frog Lane, Lichfield, Staffs WS13 6YX **Telephone number:** 01543 308000 **Email address:** dpo@lichfielddc.gov.uk

Data protection officer

We have a data protection officer who can be reached via the above contact details.

Purpose of processing

We need to process your personal data so we can arrange for you to hire our land, process any payment, and keep in contact with you.

Legal basis

Our legal basis for processing your personal data will be to take steps at your request before entering into a contract with us and to perform the contract afterwards. We may also process your personal data if we need to meet our legal obligations.

Will we share your data?

The data you provide will be automatically stored in our content management system (CMS) for up to seven days, after which it will be cleansed from our CMS. It will also be shared with and stored by the parks team in order that they can provide the service you have requested and respond to any queries you may have. It may also be shared with and stored by our health and safety, insurance, legal and finance teams as appropriate. If payment is not made/remains outstanding, your details may also be shared with our corporate recovery team, and external enforcement agents, collection agents and/or Her Majesties court service as appropriate.

Retention

Your personal data will be stored for as long as is necessary to deliver you with the service you have requested/as long as you retain a contract with us, and for up to seven years, after which point it will be deleted from our systems.

About the data you will provide in this form

You will be asked to enter your name, address, contact and other details – this is classed as your personal data. We will process the data you provide in this form to help us deliver the service you have requested.

We may also use your data to send service related messages to you that are in the public interest – such as service delays. The law allows us to process your personal data as part of the contract we have with you.

Your rights

You have the right to access your information, correct inaccuracies, restrict processing of your data, and the right to have your personal data deleted. If you wish to exercise a right please contact a member of the parks team.

Any questions or concerns?

If you have any questions, please speak to a members of parks team or our Data Protection Officer in the first instance. If you have any concerns about the way we have processed your personal information, please contact the Information Commissioner.

Name of event

Event date

Section One – Hirer / Organiser details

Name of organisation

Event organiser name

Address incl. postcode

Telephone number

Mobile number

Email address

Public enquiries phone no.

Event website address

**Emergency contact numbers
(during event)**

Section Two – Invoice address and contact details

Treasurer name

Invoice address

Treasurer telephone number

Section Three – Park hire / event details

Description of proposed event :

For Stowe Pool only, refer to the site map on page 13 to check which areas you require for your event. Tick as required. Detail dates, times and numbers required (including set up and take down)

Area A (this only applies to Stowe Pool)

Area B (this only applies to Stowe Pool)

Site circuit

Park hire details, from the first person on site, to last person off site, including event schedule:

Event set up details			
Initial on-site set up	Date		Time
Set up completion	Date		Time

Total number of set up days

Event details			
Event start date and time	Date		Time
Event end date and time	Date		Time

Total number of event days

Take down details			
Take down – start	Date		Time
Take down – end	Date		Time

Total number take down days

Date / time the site be vacated after the event _____

Is this event free? (Please tick) Yes No

If no, what is the admission price? _____

Will you be selling programmes? (Please tick) Yes No

If yes, what is the proposed price? _____

Is this event a ... (please tick one box only)

Charity event ☆

Fund raising

Non – commercial

Community event

Commercial

For charity events – name of charity ☆ _____

Charity registration number _____

Will all income raised, go to the charity named above (please tick)

Yes No

If no, please give details: _____

Approximate number of people expected to attend _____

Do you anticipate the need for:

Road closure Traffic diversion

On street parking restrictions Car park closure

If you have ticked any of the above, please provide full details of locations, dates and times:

Please provide details of the number, weight and size of delivery vehicles and / or participating vehicles and whether they intend to remain in site overnight.

Will you need car parking space for event staff? Yes No

and / or members of the public? Yes No

If yes, please indicate the approximate number of vehicles attending the event; indicate on your site plan your proposed car parking area and how you intend to manage the parking of those vehicles.

Do you intend to use or permit any of the following attractions as part of the event? Please tick the appropriate boxes (note: not all activities will be permitted at all sites).

Fireworks / pyrotechnics	<input type="checkbox"/>	Music **	<input type="checkbox"/>
Carnival / procession	<input type="checkbox"/>	Live entertainment**	<input type="checkbox"/>
Fairground equipment	<input type="checkbox"/>	Display arena**	<input type="checkbox"/>
Inflatables (e.g. bouncy castles)	<input type="checkbox"/>	Barriers / fencing	<input type="checkbox"/>
Aircraft	<input type="checkbox"/>	Lost children point	<input type="checkbox"/>
Balloon launch	<input type="checkbox"/>	Marquees	<input type="checkbox"/>
Hot air balloons	<input type="checkbox"/>	Portable Toilets	<input type="checkbox"/>
Motor cycles	<input type="checkbox"/>	Alcohol**	<input type="checkbox"/>
Motor Vehicles	<input type="checkbox"/>	Catering outlets**	<input type="checkbox"/>
Coconut shy	<input type="checkbox"/>	Stalls / stands	<input type="checkbox"/>
Portable staging**	<input type="checkbox"/>	Re-enactment groups**	<input type="checkbox"/>
PA System**	<input type="checkbox"/>	Private security company ♦	<input type="checkbox"/>
Horses / donkeys	<input type="checkbox"/>	Marshalls / stewards	<input type="checkbox"/>
Other animals	<input type="checkbox"/>	Please specify :	

** Park management consent required prior to any license applications - contact parks on 01543 308168. Licensing on 01543 308073.

♦ If security firms or external contractors to be used, a copy of their code of practice, risk assessments and PLI for the event will be needed.

Please contact environmental health services on 01543 308725 to discuss noise control/mitigation, other licensing requirements, and provide details below.

Please identify the methods to be used to mitigate noise produced

You will be required to ensure that the toilet facilities are adequate. Please submit details of your proposals to include method of disposal and if toilets are hired, the name and address of the hire company:

Identify the method to be used in order to maintain the area free of litter and refuse:

Litter and waste: The event organiser is to ensure that the site is regularly litter picked during the event, and at the end of each day to ensure that the council's obligations under the Environmental Protection Act 1990 - Code of Practice on Litter and Refuse is discharged. Failure to do so, will result in the council carrying out the works in default, and full expenses/charges shall be applied to the event organiser. It is the event organiser's responsibility to arrange removal of all rubbish from the site including catering waste. Council skips/litter bins are not for event waste, it is the event organiser's responsibility to ensure all waste is removed from site.

Catering: Sites with permanent on-site catering facilities, must be contacted and advised of proposed event refreshments by the event organiser, at least one month before the event taking place.

Sound levels: It is the event organiser's responsibility to ensure that no nuisance (e.g. noise, waste accumulations or pollutant) is caused as a result of any activity on the site. The council reserves the right to require the organiser's to cease any such activity forthwith, and to charge the event organiser's for any costs incurred in dealing with any such nuisance

Section Four – 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 should 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 together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed/authorised to appear at the event. All incidents and accidents which occur during the hire period to be reported to the relevant park manager immediately on the mobile telephone number to be supplied and confirmed in writing within seven days.

Section Five - Emergency services

You are requested to notify the police and other appropriate emergency services.

Please indicate contact made:

Police	<input type="checkbox"/>	_____
Ambulance Service	<input type="checkbox"/>	_____
St John Ambulance	<input type="checkbox"/>	_____
Red Cross	<input type="checkbox"/>	_____
Fire	<input type="checkbox"/>	_____
Other	<input type="checkbox"/>	_____

Please supply details of first aid cover to be provided :

Section Six – Other requirements

Lichfield safety Advisory Group (SAG): Ensure that you notify the Lichfield safety Advisory Group (SAG) of your event via the online notification form www.lichfielddc.gov.uk/sag

The SAG may get involved in the planning stages of your event to make sure you have effective safety arrangements, licenses and permissions in place. If you are required to submit your event management

plan to the SAG and/or attend a SAG meeting then it is a condition that you comply with the requirements given by the SAG. Failure to do so may mean that your permission to use the park is withdrawn.

In general events involving less than 2,000 people will only be reviewed by the SAG if there is an increased risk. The SAG is made up of organisations, including the district council, county council, police and fire service etc.

It is requested that Lichfield District Council and/or parks department are recognised within the event literature and advertising in support of your event. Please email parks@lichfielddc.gov.uk for more information and logos.

Where appropriate a detailed site plan showing the positions of stalls, marquees, arena, exhibition units, car parking and list of programme items is required. In respect of races etc. a detailed route plan which must also show location of route marshals, must be provided.

If you wish to make charity collections you will need a permit. The parks are classed as public places and the street trading rules apply for collection buckets. Please contact the licensing unit on 01543 308066 or email licensing@lichfielddc.gov.uk for more information.

Note: This event booking form must be received **at least two months before** the event, and all remaining documentation to be received no later than 28 days prior to the event. Failure to comply will result in the council charging additional administration fees or refusing consent to hold the event.

Declaration: If permission is granted for the event, I hereby agree to comply with the conditions set out in this form and any departmental terms and conditions and all reasonable instructions given by all authorised officers of the council

Name: _____

Position in organisation: _____

Signature _____ Date: _____

You must now read through the terms and conditions of hire and sign the document on the final page (page 14).

Upon completion please return all required documents to:

Parks Team, Lichfield District Council, The Cottage, Beacon Park, Lichfield WS13 6QZ or email it to parks@lichfielddc.gov.uk

Lichfield District Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Lichfield District Council has a legal responsibility to safeguard, promote wellbeing and protect children and adults with care and support needs who may be at risk of abuse. All hirers must comply with the council's Safeguarding Children and Adults at Risk of Abuse and Neglect Policy and Procedure, copies of which can be obtained from the Designated Safeguarding Officer on 01543 308170 or from www.lichfielddc.gov.uk (Community section).

✓ Checklist

Completed booking form – send immediately

Certificate of Public Liability Insurance for event (minimum £5 million) #

Event Risk Assessment Site Plan #

Event Management Plan #

Copies of all relevant permits and licenses #

Vendors, performers and contractor risk assessments and Public Liability Insurance documents #

To be forwarded as soon as possible, absolute latest 28 days before the event. All of the above documents are required within the stipulated timescale, in order to be considered event booking consent.

Hire of parks and open spaces terms and conditions

Hirers of the parks and the park facilities are subject to the following terms and conditions.

1 Definitions

In these terms and conditions the following expressions shall be interpreted as follows:

- 1.1** 'Conditions' means these booking conditions which shall form part of the contract between the council and the hirer.
- 1.2** 'Council' means the Lichfield District Council and includes its successors in title.
- 1.3** 'Due date' means the final date stipulated for payment, documentation or delivery of service.
- 1.4** 'Event' means the purpose for which the venue has been booked.
- 1.5** 'Hirer' means the individual, or company/organisation representative booking the event, who pays any fees due under clause 2 below. This booking is personal to the hirer and he/she may not transfer or sublet this consent to any other person or organisation.
- 1.6** 'Head of service' refers to the Head of Leisure and Operational Services for the time being of the council or his/her duly authorised officer.
- 1.7** 'The manager' means the facility manager for the time being of the council or his/her authorised assistant.
- 1.8** 'Venue' means the location booked for the event.

2 Payment

- 2.1** Payment of all fees and charges must be made in full prior to the Due Date. If payment is not received the council shall have the right to cancel the booking immediately.
- 2.2** The hirer will be liable for the full cost of the provision of any services (where available) by the council, e.g. electricity, water, marking of pitches etc over and above the hire charge for the event.

3 Deposit

A deposit will be requested which would have to be paid to the council on receipt of the park hire booking, which will be forfeited in the event of any damage or loss to the venue, or held as part payment of any necessary making good. The hirer will be liable for the full costs of any damages, should this exceed the deposit, the council will issue an invoice accordingly.

4 Refusal of booking and cancellation

- 4.1** The council reserves the right to refuse any application for the hiring of a venue without being required to give any reason for such refusal.
- 4.2** The council reserves the right to withdraw permission to use the venue. However, the council will repay any deposits paid on cancelling a hiring but shall be under no liability for expense incurred or loss sustained by the hirer as a result of the cancellation.
- 4.3** Cancellation by the hirer of a booking must be in writing and the effective date will be the receipt of such information by the manager.
- 4.4** On cancellation of the booking the hirer shall be liable to the council for the whole of the hire charge together with any additional expenses incurred by the council subject to the discretionary power of the Head of Service to vary this provision in appropriate cases.
- 4.5** Hirers who do not take up their commitment for any reason or fail to notify the manager in writing of cancellation shall forfeit any hire charge paid and shall be liable to the council for the whole of the hire charge together with any additional expenses incurred by the council.
- 4.6** Substitution and amendments of the nature of the booking must be notified in writing to the manager who reserves the right either to cancel the booking or amend the hire fee as he/she considers appropriate. In the event of such cancellation, the hirer shall be liable as stated in clauses 4.4 and 4.5 above.
- 4.7** The council accepts no responsibility for the non-arrival by the due date of application forms, remittances or cancellations.

5 Emergencies

The council shall have the right to cancel any booking forthwith in the event that the venue is affected by an emergency of any kind. The council will consider refunding part or all of any fees and charges paid and the amount shall be at the council's sole discretion.

6 Use of the venue

All applications for the hire of parks and their facilities must be made via the online booking process. In all cases the application form should be submitted within the timescales stipulated in accordance with the hire type

6.1 The hirer shall ensure no Park Byelaws are infringed as part of the event hire.

6.2 The hirer shall keep the venue clean and tidy, ensuring the venue is regularly litter picked during the event. The hirer shall further ensure that the council's obligations under the Environmental Protection Act 1990 – Code of Practice on Litter and Refuse are discharged.

6.3 All litter and refuse generated by the event shall be removed from the venue by the hirer.

6.4 The hirer must at all times take good care of the venue and will be responsible for any damage to the venue or any part of it or any equipment or other property of the council whether forming part of the hire or not.

6.5 The property of the hirer and the hirer's agents must be removed at the end of the period of hire or by a time and date to be agreed with the Manager. The council accepts no responsibility for any property left on the venue before, during or after the hire period.

6.6 If the hirer fails to perform any of its obligations set out in Clauses 6.1: 6.2 and 6.3 above the council reserves the right to perform any such obligations and any costs incurred by the council in the performance of such obligations shall be borne by the hirer.

6.7 The hirer is responsible for the administration, organisation and running of the event and for having sufficient stewards and officials to fulfil these conditions.

6.8 The hirer is responsible for the supervision and control of event participants, officials, visitors and spectators.

6.9 The hirer shall not be permitted to remove or obscure council notices or placards displayed on the venue without the prior written consent of the council.

6.10 Where it has been necessary to make a road closure order the hirer shall ensure that the road closure equipment provided by the council is not moved and shall maintain the integrity of the closure.

6.11 The hirer shall not interfere with or attach anything to any item of street and/or park furniture and trees.

6.12 The hirer shall not excavate or drill pinning holes into the venue except with the prior written consent of the council.

6.13 The hirer shall ensure that any unwanted liquids are removed from the venue and not disposed of into the sewage system or on the venue.

6.14 The hirer shall ensure that no vehicles are parked or driven across any public footpath located within the venue.

6.15 The hirer shall ensure that pedestrians are allowed unrestricted access along any public footpath located within the venue. Visitors or members of the public will not be allowed to park or drive on any part of the venue without prior permission.

6.16 The hirer shall not interfere with or make any alteration to the layout or arrangement of the venue without the prior written consent of the council.

6.17 Where the council has agreed that the venue shall be used for a fun fair then the hirer shall supply full details of all side shows and rides prior to the due date including a fun fair site plan and shall comply with and ensure that the operators of the rides comply with the guidance given in the publication Fairgrounds and Amusement Parks – Guidance on Safe Practice published by the Health and Safety Executive, and all other statutory requirements.

6.18 The hirer shall ensure that no noise nuisance shall be caused to occupiers of properties surrounding the venue or users of the immediate surrounding area of the venue.

6.19 The council reserve the right to require the hirer to provide at his own expense temporary sanitary accommodation at such a level as deemed reasonable by the manager.

6.20 The sale or consumption of alcoholic drinks is strictly prohibited.

6.21 The hirer will not allow at the event any performance or entertainment in which animals are or might be involved.

6.22 The hirer will not permit the operation or release of any high flying object without the prior written consent of the council and the Civil Aviation Authority.

6.23 It is the responsibility of the hirer to liaise with the manager and Staffordshire Police regarding the impact the Event may have on traffic arrangements in the vicinity of the Venue. The hirer agrees to comply with any requirements of the Manager and Staffordshire Police regarding traffic management.

6.24 The hirer agrees that where the venue is to be used in the dark, the provision of appropriate lighting to cover all areas where the public are admitted or have access, will be necessary

6.25 The hirer shall not bring into the venue any article of an inflammable or explosive character or that produces an offensive smell, or CFC or any oil, electrical, gas or other apparatus without the written approval of the council.

6.26 The hirer shall obtain approval from the council for the use of generators at the event. If such approval shall be granted the hirer must ensure that any generators permitted at the event are operated in a safe manner and are segregated from the public or are protected by suitable covers or barrier, so as to prevent access by members of the public.

6.27 The hirer shall not bring, place or erect any sign furniture, fitting or structure nor place or fix any additional or decorative lighting in or on any parts of the venue without the prior written consent of the council.

6.28 The use of any public address system at the event must be first agreed in writing by the council and must be operated so as not to cause a noise nuisance in breach of clause 6.17. Any necessary licences must be clarified with the council.

6.29 The hirer shall repay to the council on demand the cost, as certified by the manager of reinstating, repairing or replacing or cleansing any part of or property in the venue if damaged, destroyed, stolen or removed prior to, during or subsequent to the period of hire if related to or by reason of the hiring. The council's valuation of any damage/loss is final.

6.30 The hirer shall clean and replenish toiletries, during the hire of facilities, if applicable, ensuring the facilities are as they were found prior to the hire.

7 Right of entry

7.1 Authorised council officers or members shall be permitted entry to the venue at all times during the period of hire.

7.2 The council reserves the right to refuse admission to or evict any person from the venue.

7.3 The council reserves the right to fix a maximum limit for the number of persons attending the event.

8 Assignment

The booking shall be personal to the hirer and the right to use the venue shall not be sublet, assigned or otherwise transferred; the hirer shall not assign the benefit or burden of any part of the agreement, or sublet or subcontract any part of the facility without the prior written consent of the council.

9 Prohibition

The hirer shall not stage or engage in any activities that might be deemed to be ancillary to the main purpose of the booking, e.g. catering, stalls, raffles and any other fundraising/income earning activities without the prior written consent of the council.

10 Broadcasting and television

The hirer may not carry out or allow or permit to be carried out any photography, filming, video recording, taping, television or radio broadcasts

or any other recording of any kind of the event during the period of hire without the prior written consent of the council. If such consent is given, the council reserves the right to be a party to any negotiations and the terms and conditions of any agreements reached and to share any income and publicity derived therefrom.

11 Advertisements

11.1 No advertising material may be issued nor tickets sold until the event booking request has been approved and confirmed in writing by the council.

11.2 Any contravention of the Town and Country Planning (Control of Advertisements) Regulations 1992 or any amendments or variation thereto may be deemed a reason for the cancellation of a hiring or series of hiring. If there shall be any contravention of these requirements, howsoever, wheresoever and by whomsoever caused, permitted or made then the hirer shall reimburse or refund to the council the cost of removing any such unauthorised or illicit advertisements or advertising material.

11.3 The council will not permit venue hire to persons or organisations which may be involved in drawing people into terrorism.

12 Fly posting

12.1 No advertising material to be displayed on site without the consent of the manager.

12.2 All advertising material must conform with the Town and Country Planning (Control of Advertisements) Regulations 2007.

12.3 A deposit may be required as a security against the occurrence of fly posting which must be received at least 28 days prior to the Event. The deposit will be forfeited either in whole or in part depending on the extent to which the anti-flyposting provisions are complied with.

13 Permits and licences

13.1 The hirer shall ensure that any licence, permit or other consent which

may be required is obtained, whether from the council or otherwise, before the event may take place and shall, where requested, produce to the council on demand copies of such licence, permit or consent. If any such licence, permit or consent has not been obtained, the council reserves the right to cancel the booking forthwith.

13.2 When promoting the event, the hirer will be responsible for exhibiting all necessary permits during the event.

13.3 Nothing shall be done by the hirer that shall or may contravene the terms and conditions of any licence (e.g. Premises Licence), permit and/or licences or consent issued in respect of the venue.

14 Health and safety

14.1 The hirer agrees to undertake an Event Management Plan and Event Risk Assessments ensuring all participants, contractors, suppliers etc comply with all relevant health and safety legislations or any other guidelines, relevant thereto at all times during the event and while preparing and clearing the venue for the event.

14.2 The hirer will be required to produce evidence of the existence of the Event Management Plan and Risk Assessments as required by the council in respect of any exhibitor, ground entertainer, sub-contractor, caterer etc which the hirer has instructed or authorised to appear at the event.

14.3 The hirer shall inform the Manager of any accidents or serious incidents immediately, which occur during the tenure of the event.

15 Indemnity and Insurance

15.1 The council is not responsible and will not accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person in the venue.

15.2 The hirer is responsible for all safety aspects of the venue prior to, during or subsequent to the event and must accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person(s) in the venue.

15.3 The hirer agrees to indemnify the council against all claims, actions, demands, proceedings, cost or awards in respect of any loss, damage, injury or death to persons or property engaged by or assisting the hirer.

15.4 The hirer agrees to take out Public Liability Insurance Cover or Third Party Risks [including products liability where appropriate] for a minimum of £5 million (five million pounds) and produce evidence of such insurance. Higher levels of cover may be required for some events as specified by the Head of Service.

15.5 The hirer will be required to produce evidence of the existence of Public Liability Insurance at such level as required by the council in respect of any exhibitor, ground entertainer, sub-contractor, caterer which the hirer has instructed or authorised to appear at the event.

15.6 Failure to provide proof of insurance cover as required under clauses 15.4 and 15.5 prior to the due date will lead to cancellation of the event.

16 Catering

16.1 All catering and licensing arrangements must be made through the council and no hirer may undertake their own catering in the venue except with the prior written consent of the council.

16.2 Catering vendors must hold a minimum 4 star Food Standard Agency rating.

16.3 Sites with permanent on-site catering facilities, must be contacted to discuss possible inclusion with event and advised of proposed event refreshments by the event organiser, on booking. See Manager for details if needed.

17 Traders

17.1 No commercial traders will be permitted to trade at the event without the prior written consent of the council.

17.2 Hirers are responsible for obtaining all the necessary safety documents including PLI and Risk Assessments, furthermore, ensuring traders abide with the event safety documents.

17.3 All traders shall comply with statutory requirements, orders and

regulations

17.4 No Chinese lanterns, explosives or fireworks are to be brought onto or retailed on site.

18 Collections or lotteries

No collections, games of chance, sweep stakes, lotteries or betting of any kind may be conducted at the venue without the prior written consent of the council.

19 Property not removed

The council may remove and store any property that is left by the hirer in or upon the venue after the period of hire. The hirer shall repay to the council on demand the costs of such removal and storage. The council shall not be held responsible for any damage to or theft of property by or during its removal or storage. The council is entitled to remove and sell in such a manner as they think fit any property left at the venue as a result of the hiring not claimed within 28 days. The council shall retain all proceeds of sale from property not removed.

20 Variations to agreement

The council reserves the right to vary the conditions of the agreement between the council and the hirer at any time on 7 days' notice. Any variations so made shall be deemed to be incorporated in these conditions. The hirer may, within 7 days of receipt of such notice, terminate this agreement.

By completing and submitting the Park Hire Booking form you are acknowledging reading and understanding these terms and conditions and agree to be bound by them.

Please complete the following declaration and return with the event booking application form.

I **Name** on behalf

of..... **Company/Organisation**.....

have read and understood these conditions and agree to be bound by them, as

part of my position as

Position with organisation.....

Signed..... Dated

Signatory details if different to the booking form attached:

Address

Daytime contact telephone number:

Email address:

Stowe Pool site plan

