

# LoKing George V Playing Field Northleach Trust



## Playing Field: Event Application Form

Event name: .....

Proposed date: .....

The King George V Playing Field was given to the people of Northleach for recreational use. The land is held in trust and managed on behalf of the community by Northleach with Eastington Town Council.

Please complete this form if you wish to hold a public event on the King George V Playing Field. An event could be anything from a community picnic or charity fundraiser through to large-scale music or food festivals and sports tournaments. Before planning your event, please contact us to make sure the area of land/venue you want to use is available and suitable for the proposed event.

For events to which the general public are invited, you will be expected to provide evidence of public liability insurance of £5 million, risk assessments relating to the activities at the event and a site plan.

If you are holding a public event which is expected to attract more than 500 attendees, then you are advised to notify the event Safety Advisory Group at Cotswold District Council.

Send the completed form to the address below.

FAO: Town Clerk  
Northleach with Eastington Town Council  
Westwoods Centre  
Bassett Road, Northleach  
Cheltenham GL54 3QJ

Tel: 01451 885349

Email: [clerk@northleach.gov.uk](mailto:clerk@northleach.gov.uk)

Once the booking is approved, confirmation will be sent to the applicant named below.

**Data protection:** Northleach with Eastington Town Council is the data controller for the purposes of applicable data protection legislation in relation to this application. Full details about how your personal data is used and your rights are available at [www.northleach.gov.uk/privacy](http://www.northleach.gov.uk/privacy).

## Applicant details

Applicant / Organiser 1	Organiser 2 (event safety officer, if different)
Name: .....	Name: .....
Address: .....	Address: .....
.....	.....
.....	.....
Postcode: .....	Postcode: .....
Mobile: : .....	Mobile: .....
Email: .....	Email: .....

## Booking details

Organisation name:

Event name:

Is this event for (please tick one only)

- Charity / fund raising (Please provide Charity Registration Number, if applicable.....)
- Community
- Commercial ?

**Overview of proposed event:** Please include a list of all the proposed activities and programme. Continue on a separate sheet if necessary.

**Booking duration:**

Date / time to enter site for preparation:

Start / finish times each day:

Site clearance will be completed by:

**Areas to be used:** Please provide a detailed site plan showing the arena, positions of stalls, marquees, exhibition units, vehicle parking etc. In respect of races etc. a detailed route plan must be provided.

**What licenses and permissions are required?** If the event requires a license, has the license already been applied for? If you are unsure then speak to the licensing team at Cotswold District Council.

## Declaration

I hereby confirm that the details in this application are complete and correct at the time of submission and undertake to inform the Council of any changes to the event plans.

I have enclosed the following:  site plan / route plan  evidence of public liability insurance

Signed: .....

Position: .....

Print name: .....