

**Okehampton Town Council
Request for Use of Simmons Park (Kempley Meadows)**

Please use this form if you wish to hold an event in Simmons Park. Complete and return the form to the Town Clerk, Okehampton Town Council, Town Hall, Fore Street, Okehampton EX20 1AA.

Simmons Park, Okehampton EX20 1EP

Name of Event	
Event Date	
Event Time Include your arrival and departure time on site	
Area of the park where you would like to hold your event	Please mark within the red edged area on map below
Type of event	Public Private Commercial Non-commercial Charity



Name of Event organiser	
Address	
Postcode	
Telephone number	
Email address	

Do you intend to utilise or permit any of the following features at the event? Please tick appropriate boxes			
Amplified music	<input type="checkbox"/>	Fairground /Play /Sports Equipment	<input type="checkbox"/>
P.A. system	<input type="checkbox"/>	Food / Drink provision (for sale or free)	<input type="checkbox"/>
Animals	<input type="checkbox"/>	Alcohol (for sale or free)	<input type="checkbox"/>
Generator /Power supply	<input type="checkbox"/>	Vehicles (on site)	<input type="checkbox"/>
Portable toilets	<input type="checkbox"/>	Stewarding / security (details of this need to be included on your risk assessment form.)	<input type="checkbox"/>
Bouncy castles/ inflatables	<input type="checkbox"/>	Barrier / fencing	<input type="checkbox"/>
Carnival / Procession	<input type="checkbox"/>	Fireworks / pyrotechnics (please contact the Town Clerk in advance)	<input type="checkbox"/>
Marquees / Gazebos	<input type="checkbox"/>	River activities (details need to be on your risk assessment form)	<input type="checkbox"/>

Please note that the release of balloons, the use of Chinese lanterns or similar types of lanterns is not permitted. Barbeques and bonfires are also not permitted.

If you have ticked yes to any of the above please provide further details below: Please note certain activities may require your organisation to obtain a TEN [Temporary Event Notice] from West Devon Borough Council).

Number of people expected to attend?			
1-20	21-50	51-100	101-250
Is this event free?			
Yes	No	If no what is the admission price?	

What arrangements do you intend to make for:	
Number of vehicles expected	
Parking plan Event staff Visitors	
Traffic control	
Emergency evacuation	
Removal of rubbish (if not removed you will be charged)	
Severe weather cancelation	
First aid	
Lost child	
Accident book	
Ground inspection pre / post event Please give a convenient date to meet	

In order to confirm the Council's approval of your use of Simmons Park for this event you are required to:

- provide a site specific risk assessment for the event
- send in a copy of your current insurance certificate in respect of Public Liability and Third-Party risks
- agree to the Council's Letting Policy/Terms and Conditions
- agree to the deposit of a £500 damage bond if it is assessed that your event presents a risk of damage to Simmons Park.

Signed.....

Date.....

The information that you provide will be held by Okehampton Town Council and used for the purpose of the administration of this request. We will keep the information for the period of time as set out in the Council's Documentation Retention Policy. The information will be held securely and not be disclosed to anyone or used for any other purpose without your permission. On expiration of the retention period the information will be destroyed in a secure manner. Policies about how the Council will protect your privacy are available at www.okehampton.gov.uk/documents or by contacting the Council on 01837 53179.