



## APPLICATION FOR THE USE OF PUBLIC OPEN SPACE

To be submitted by organisers of fetes, fairs, circuses and all other events of a charitable or commercial nature.

Commercial Event: Y / N Charitable Event: Y / N Charity No: \_\_\_\_\_

Organisation: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Office Held: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Objective of Event: \_\_\_\_\_

Proposed Venue: \_\_\_\_\_

Requested Date(s): \_\_\_\_\_

Proposed Time(s): \_\_\_\_\_

- \*Please refer to the Guide for Organising Outdoor Events in Horsham available on the HDC website at <https://www.horsham.gov.uk/eventspages/events/planning-a-public-outdoor-events>.

**Will there be a requirement for any of the following? (Please tick)**

- Electricity supply (Horsham Park only)
- Water supply (Horsham Park only)
- Licence to sell alcohol\*
- Charitable collections licence\*
- Temporary event notice\*

**Will vehicles require access for:**

- Setting up/clearing away
- Forming part of a static exhibit
- Taking part in a moving display
- Public car parking

**Will you be providing any of the following? (Please tick)**

- Fencing\*  Marquees\*
- Temporary Toilets\*  Outside caterers\*

Do you intend to use a sound amplification system?

**Please describe all activities to be provided, including any displays intended to attract the public.**

**If it is a public event then please tick here to confirm you have enclosed a copy of your public liability insurance form which covers the event for a minimum of £5,000,000\***

**Please tick here to confirm you have enclosed a risk assessment\***

Applicants are requested to study the enclosed Conditions of Hire which provide information of the Council's requirements for organised events on Council open spaces. Applications should be submitted at least four weeks in advance of events involving small groups and four months in advance of major activities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to: Parks & Countryside Manager, Horsham District Council, Parkside, Chart Way, Horsham, West Sussex, RH12 1RL or sign, scan and e-mail to [parks@horsham.gov.uk](mailto:parks@horsham.gov.uk).

Approved: Yes • No • Signature \_\_\_\_\_ Date \_\_\_\_\_