



Steeton-with-Eastburn Parish Council



BOOKING FORM FOR OUTDOOR EVENTS

NOTES FOR COMPLETING FORM

Complete section A (Details of event and site required)

Complete section B (Details of event organiser)

Complete and sign section C (Declaration)

SECTION A

EVENT NAME:

SITE REQUIRED:

DATE OF EVENT: FROM TO

TIMES: FROM..... TO

DOES YOUR EVENT INCLUDE ANY OF THE FOLLOWING LICENSABLE ACTIVITIES (PLEASE TICK)
(PLEASE NOTE SCHEDULE 2 IN TERMS AND CONDITIONS OF BOOKING)

LIVE MUSIC RECORDED MUSIC PERFORMANCE OF A PLAY

DANCING BOXING OR WRESTLING

PLEASE WRITE BELOW, WHICH ACTIVITIES NAMED ABOVE OR ALTERNATIVELY ANY OTHER ACTIVITY NOT MENTIONED THAT WILL BE THE MAIN FOCUS OF THE EVENT.

.....
.....

ANTICIPATED NUMBER OF PARTICIPANTS/SPECTATORS AT EVENT: 0 – 499 500+

NB: THE SALE OR DISTRIBUTION OF ALCOHOL ON ALL COUNCIL PREMISES/LAND IS STRICTLY PROHIBITED.

SECTION B

NAME OF EVENT ORGANISER:
NAME OF SITE MANAGER IF DIFFERENT FROM ABOVE:
TEL NO: EMAIL:
NAME OF ORGANISATION:
COMPANY/CHARITY NO: (IF APPLICABLE)
TEL NO:EMAIL:
WEBSITE:..... ADDRESS:
.....

SECTION C

I agree to rent the site in accordance with the Terms and Conditions of Letting and in accordance with any additional advice/recommendations made by Steeton with Eastburn Parish Council and/or members of the Public Safety Liaison Group (PSLG).

Signed on behalf of the Organisation: **Date:**

Name:.....**Position:**

Signed on behalf of the Council:..... **Date:**.....

Name:.....**Position:**

Please make sure you have fully completed and enclosed the following:

Tick

Completed section A	
Completed section B	
Signed declaration in section C	
Submitted PSLG form to Emergency Planning (where applicable)	
Completed and enclosed PSLG form (where applicable)	
Enclosed details of Public Liability Insurance	
Enclosed layout plan of event site (where applicable)	

Please return to:

Proper Officer
Steeton-with-Eastburn Parish Council
Steeton HUB
Skipton Rd
Steeton
BD20 6FE
Or:
clerk@steeton-with-
eastburnparishcouncil.gov.uk