

HOCKLEY HEATH PARISH COUNCIL

The Pavilion, Hockley Heath Recreation Ground, Old Warwick Road, Solihull, B94 6HH

Email: clerk@hockleyheathparishcouncil.gov.uk

Tel: 07591 954002

www.hockleyheathparishcouncil.gov.uk

1) *Application Date:* _____

2) *Details of person making the application*

Name: _____

Address: _____

Post Code: _____ Telephone: _____

E-mail address: _____

3) *Organisation details on whose behalf the application is being made*

Contact Name: _____

Address: _____

Post Code: _____ Telephone: _____

E-mail address: _____

Website: _____

Name of Chairman / Secretary: _____

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4) Details of the event / purpose for using the Recreation Ground

Date of the event:

Time of the event (start / finish):

What type of event is the application for including, but not limited to, details related to alcohol, food and entertainment:

What is the target number of attendees to the event: _____

Please state **which** members of the community will benefit from this event:

Please state **how** they will benefit: _____

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5) Detail of the following are required within two months of the application being approved.

Do you agree to providing this information? Yes / No

a) Temporary Events License

b) Public Liability Certificate

c) Risk Assessment

d) Anti-Social Behaviour Policy

e) First Aid provisions

f) Toilet provisions

g) Safeguarding provisions

h) Car parking provisions

i) Ticketing Structure information

j) Event Marshall provisions

k) Fire / emergency evacuation procedures

6) Please provide any other additional information that may assist your application:

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- **When an application is approved a deposit of £500 is required no later than 1 week before the event date. This is to cover any initial costs for damage caused or litter removal.
(Fully refunded If no costs incurred by the Parish Council)**
- **When a hire charge is made for approved applications, 50% is to be paid to confirm the booking and the balance paid 1 week before the event date.**

Payment arrangements to be coordinated with the Clerk.

Please return completed application form together with any additional supporting evidence to:

The Clerk
Hockley Heath Parish Council
The Pavilion
Hockley Heath Recreation Ground
Old Warwick Road
Solihull
B94 6HH

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