



BOOKING FORM – EVENTS

Before completing this form, please refer to the Conditions of Hire which provides important information about planning an event. Then please complete this form and return it at least 6 months in advance of the event. **The Council reserves the right not to consider bookings received less than 6 months before the event.**

Completed forms to be returned together with:

Risk Assessment (this should also show evidence that CRB checks have been made where applicable)

Public Liability Insurance

Site Plan

To: **Aileen Sharp, Tourism Development Officer, Ely Tourist Information Centre,
29 St Mary's St, Ely, Cambridgeshire. CB7 4HF**

Tel: 01353 662062

Fax: 01353 668518

E-mail: aileen.sharp@eastcambs.gov.uk

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|--|-------------------------------|---|-------------------|-----------------|
| Name of Applicant: | Mr / Mrs / Miss / Ms* | First Name: | Surname: | |
| Name of Organisation: | | | | |
| Name of Event: | | | | |
| Contact Address: | | | | |
| E-mail address: | | | | |
| Tel. No's: | Daytime: | Mobile: | | |
| Date (s) Premises Required: |day/...../..... | Event Open to the Public: Access to Site Required: | From: am am | To: pm pm |
| Proposed Venue: i.e. Palace Green, Jubilee Gardens, Lavenders Land, Ely Park, Country Park. | | | | |

NB: If hiring Palace Green, you MUST obtain permission from the Dean & Chapter as landowner before proceeding – please write to Mrs. LA Thompson, Marketing Manager, Ely Cathedral, Chapter House, The College, Ely, Cambs CB7 4DL and enclose a copy of the approval letter with this form.

Details of Event:
(Please specify all components, stalls, games etc)

Please state whether the event will involve any music and/or dancing and if Yes – the type and duration

Yes / No*
Details:

Will Karaoke form part of the event:

Yes / No*

If fundraising event, whom will the funds be donated to?
Name of Charity:

How much was raised last year:
£

If not for a charitable/non profiting making event, please confirm if the use is for a commercial use, i.e. you are charging an admission fee?

Yes / No*

If you have any other requirements, for example, electricity (Jubilee Gardens only), extra bins and extra rubbish collections, etc please refer to the Conditions of Hire – the Hirer is responsible for making any additional arrangements in liaison with the appropriate persons/organizations.

Expected Attendance (approx):

Last year's attendance (if applicable):

Will food & drink be sold at the event:

Yes / No*

If food and/or drink is to be sold, please contact Environmental Services, East Cambridgeshire District Council on 01353 665555 with a full list of all food vendors and/or drink stands, to include names, addresses and contact numbers, 2 weeks before the event

Will alcohol be sold at the event:

Yes / No*

To ensure you have the necessary licence, please contact the Licensing Officer, East Cambridgeshire District Council on 01353 665555

| | |
|---|--|
| Contact details i.e. name, address, telephone number and email address, of person responsible for Health & Safety: <i>(This SHOULD NOT be the main event organizer)</i> | |
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*Please delete as applicable

Please note that the booking is conditional on the Hirer obtaining all the necessary licenses and if these are not obtained before the event, the Council reserves the right to refuse permission to use the Premises.

By completing and returning this form, I agree on my behalf and on behalf of the organisation above to comply with and be bound by the Conditions of Hire, which I confirm I have read.

Signed **Dated**