

**OLDHAM METROPOLITAN BOROUGH COUNCIL
OPERATIONAL SERVICES DEPARTMENT**

**APPLICATION FOR THE HIRE OF A PARK OR PLAYING
FIELD**

NAME OF PARK OR PLAYING FIELD REQUIRED

TIME REQUIREDDATE

WHAT IS THE EVENT

NAME OF THE ORGANISATION

NAME OF THE ORGANISER

ADDRESS

TELEPHONE NUMBER (DAYTIME) (EVENING)

DOES THE ORGANISATION HAVE CHARITABLE STATUS - YES / NO

HOW MANY PEOPLE DO YOU EXPECT WILL ATTEND THE EVENT?

EVENT DETAILS

WILL ANY VEHICLES BE USED ON GRASSED AREAS AT ANY TIME? (E.G. DELIVERY,
SETTING UP, PARKING ETC.) - YES / NO (IF YES PLEASE GIVE DETAILS)

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WILL YOU BE ASKING FOR DONATIONS FOR ENTRANCE TO THE EVENT - YES / NO
(IF YES PLEASE INDICATE THE AMOUNT FOR ADULTS/CHILDREN)

PLEASE INDICATE IF YOU INTEND TO USE CATERERS WITH DESCRIPTION OF
CATERING TO BE PROVIDED

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PLEASE INDICATE ON THE ATTACHED PLAN THE AREA REQUIRED FOR THE EVENT.

WILL THE AREA BE ABLE TO BE USED FOR OTHER EVENTS AT THE SAME TIME -
YES / NO.

PLEASE LIST BELOW ANY FURTHER DETAILS OF THE EVENT FOR EXAMPLE A
PROGRAMME OF ACTIVITIES, WHAT FAIRGROUND EQUIPMENT WILL BE ON SITE
ETC. PLEASE INDICATE IF ANY ITEM OF EQUIPMENT WOULD EMIT NOISE LIKELY TO
AFFECT NEARBY RESIDENTS. (INCLUDE START AND FINISH TIMES)

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YOUR ATTENTION IS DRAWN TO THE FOLLOWING ;

I UNDERTAKE THAT I AGREE TO SETTLE ANY ACCOUNT RAISED FOR ANY REINSTATEMENT WORK WHICH MAY BE NECESSARY AS A RESULT OF THIS EVENT.

I REALISE THAT IT IS ESSENTIAL FOR THE PARK OR PLAYING FIELD TO BE CLEARED OF LITTER, AS A RESULT OF THE EVENT, BY OURSELVES ON THE DAY, OR THE DAY FOLLOWING THE EVENT. IF THIS IS NOT CARRIED OUT, I AGREE TO PAY TO PAY FOR THE COST OF THE WORK REQUIRED TO BE CARRIED OUT BY THE OPERATIONAL SERVICES DEPARTMENT.

I UNDERSTAND THAT IT WILL BE THE RESPONSIBILITY OF THE ORGANISER TO ENSURE THAT THE EVENT IS COVERED BY AN ADEQUATE SUPERVISOR.

I AGREE TO INDEMNIFY THE COUNCIL IN RESPECT OF ANY INJURIES TO PERSONS OR DAMAGE TO PROPERTY CAUSED BY MYSELF OR MY ORGANISATION WHILST USING THE PARK OR PLAYING FIELDS.

THE COUNCIL LETS CONCESSIONS FOR ICE CREAM IN ITS PARKS.

NO CONCESSION FOR CATERING AND/OR ICE CREAM WILL BE ALLOWED WITHOUT WRITTEN APPROVAL PRIOR TO THE EVENT.

NO CHARGES CAN BE MADE FOR ENTRANCE TO A PARK OR PLAYING FIELD.

EVENT ORGANISER CANNOT RESTRICT ACCESS TO PEOPLE WHO DO NOT WISH TO PAY A DONATION.

SIGNATURE

PLEASE RETURN THE COMPLETED FORM TO :

MR. GRAEME GIBSON
OPERATIONAL & LEISURE SERVICES DEPARTMENT
PARKS AND OPEN SPACES SECTION
ALEXANDRA PARK
KINGS ROAD
OLDHAM
OL8 2BH

TELEPHONE : 0161 911 4063

FAX: 0161 911 3069