**SUTTON-IN-CRAVEN PARISH COUNCIL**

**SUTTON PARK**

**APPLICATION FORM**

Proposal for use of Sutton Park for organised activities or events

* Date and Time of Use

………………………………………………………………………………………………………………………………………....

* Description of Use (type of event) Fete, Gala, Community etc

 …………………………………………………………………………………………………………………….………………....

* Is the event: For Profit ………………… or non-profit………………..
* Number of people anticipated ……………………………………………………………………………………...…
* Contact Person and correspondence name, address, email, and telephone number:

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* Name of any Organising body/Club: ………………………………………………………………………………

**Important: Risk Assessment and Public Liability**

1. **The Parish Council only holds Public Liability insurance for the Parks/Recreation Ground’s casual use by the public. The Organiser is responsible for the Public Liability of all matters and use connected with the event/group.**
2. **The Parish Council strongly advises the Event Organiser/User to arrange for its own Public Liability Insurance.**
3. **The Parish Council advises that risk assessment is done prior to use.**

 **Copy of your Public Liability Insurance supplied with this application Yes/No**

**Please confirm that a risk assessment will be made prior to use:**

**…………………………………………………………………………………………………………………………………………**

**The full Rules of Use with instructions for Organised Events can be obtained from the Parish council website. Please confirm that these have been read by the Event Organiser. By signing you will indicate your understanding of, and agreement to, the conditions of use:**

**Signed by Event Organiser: ………………………………………………………………………………………**

**Please return this form to** **clerk.suttonincraven@gmail.com**

**You will then be contacted with the Parish Councils decision.**