



RAUNDS TOWN COUNCIL

Council Offices, The Hall, Thorpe Street, Raunds, Northamptonshire. NN9 6LT

Telephone: (01933) 622 087, Fax: (01933) 622 622

E-mail:- info@raunds-tc.gov.uk, Website: www.raunds-tc.gov.uk

Application for the hire of Open Space

Please refer to our guidance notes when completing this form

Name of organisation/hirer			
Charity	Yes		No
Please give Charity Number			
Name of responsible person			
Address for correspondence			
	Postcode		
Tel No.			
Email:			
Alternative contact			
Alternative contact number			
Alternative Email			

Event Details			
Name of Event			
Type of Event (see note 1)			
Public Event?		Private Event?	
Expected number of attendees			
Is the event free to attend?	Yes		No
If paid admittance give price			

Which area/s do you require?	What will each area be used for?			
Amos Lawrence Playing Field				
Bassfords Recreation Ground				
Millfield				
Raunds Town Square				
Saddlers				
Ada Salter Spinney				
Marshalls road Car Park				
Dog Park				
Date of Event				
Event timings (see note 2)	From		To	
Period of hire (see note 3)	From		To	
Description of event Please include ALL activities and attractions that will be at your event. You must read note 4 before completing this section (see note 4 and 5)	Continue on separate sheet if required			
Will you be applying for a road closure notice	Yes		No	
Please include details				
		Yes		No (to follow)
Is your risk assessment attached (see note 7)				
Have you attached a copy of your public liability insurance (see note 8)				
Have you attached a copy of your site layout (see note 8)				

OFFICE USE ONLY

Approved (RTC Stamp)	Date of meeting	Resolution	Additional conditions applied by Raunds Town Council?	
			YES SEE SEPARATE SHEET	NO