



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

GUIDANCE NOTES

APPLICATION FOR HIRE OF OPEN SPACE

Please read these notes in conjunction with our Terms and Conditions. The Town Council are happy to offer advice and assistance when completing this form .

- 1) **Type of event**-Please describe the main purpose of your event
e.g – carnival, school fete, dog show, car show etc.
- 2) **Event Timings** – Please give the duration of the event e.g. the times that the event is open to attendees
- 3) **Period of Hire** – Please give the full duration that you require use of the field, this should include any set-up or breakdown times (If equipment may need to be left in situ outside of these times please advise the office.)
- 4) **Description of your event** – Please describe all the activities that will be taking place at your event. (please give full details)

E.g It is a school fete, that includes craft stalls, food stalls, small fairground rides, tombola's and the sale of alcohol, face painting. The Town Council will only give permission for the activities described here.

- 5) **Alcohol** – If alcohol is being sold at your event you must ensure that you have appropriate licenses and the Town Council will require a copy of this prior to the event. You can apply online at:

<https://www.gov.uk/temporary-events-notice>

Or you can download the relevant forms here:

https://www.east-northamptonshire.gov.uk/downloads/file/9027/temporary_event_notice

- 6) **Road Closure** – Where you expect large numbers of attendees you must consider if a road closure is needed for safety and in consideration of local residents. You should be aware that Road Closures can take up to 12 weeks to be approved. You should apply for:

A TEMPORARY ROAD CLOSURE FOR AN EVENT ON THE HIGHWAY

In first instance you should email regulations@kierwsp.co.uk who will supply the forms an information you need.

7) **Public Liability Insurance and Risk Assessments** – You don't need to have these in place at the time of making your application, but the Town Council will require a copy prior to your event.

8) **Site Layout** The Town Council will require a copy of your site layout 7 days prior to the event. We understand that minor amendments may need to be made on the day, due to no shows or health and safety reasons. We are happy to guide you with this. (residents)