



RAUNDS TOWN COUNCIL

Council Offices, The Hall, Raunds, Wellingborough, 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?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Expected number of attendees	

Is the event free to attend?	Yes		No	
If paid admittance, please 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 <i>You must read note 4 before completing this section</i> (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)	
Have you attached a copy of your risk assessment? (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	NO
			See separate sheet	