



RAYLEIGH TOWN COUNCIL



Tel: 01268 741880

The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, Essex, SS6 8JD

email: clerk@rayleightowncouncil.gov.uk

TOWN COUNCIL POLICY FOR HIRING PLAYING FIELD

Applications to hire part or all of the playing field will be considered at King George V Playing Field Committee meetings if a fully completed application form is received in time for inclusion on the agenda. Applications may be refused. The field or any part of it will not normally be hired out for any period exceeding one day, which is between the hours of 7.00am and 10.00pm. Applications for hire of more than one day will be referred to the Full Council for consideration. Fun Fairs that exceed one day may not take place.

Application to Hire King George V Playing Field

NAME OR ORGANISATION

CHARITY NUMBER (if applicable).....

DATE OF EVENT

DATES/TIMES REQUIRED FOR SET UP

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OPERATIONAL TIME.....

AREA OF PLAYING FIELD REQUIRED.....
(plan of field attached to mark our required area)

EVENT ORGANISERS NAME

PHONE NUMBER MOBILE PHONE

EMAIL ADDRESS.....

POSTAL ADDRESS (for all written correspondence and invoices)

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BACK GROUND INFORMATION , PREVIOUS EVENTS, REFERENCES

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NUMBER EXPECTED TO ATTEND AND AGE GROUP.....

PURPOSE FOR WHICH FIELD IS REQUIRED (please tick)

Fun Fair Family Fun Day Inflatables Sports Event Entertainment,
Music, Theatre, Dance
 Other

**PLEASE PROVIDE LIST OF STALLS, RIDES AND ACTIVITIES TO BE PROVIDED
(submit additional sheets if required)**

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**ADDITIONAL INFORMATION FOR LARGE EVENTS (HIRING OF THE WHOLE PLAYING
FIELD)**

**LICENCES REQUIRED (contact Rochford District Council, provide copies to Rayleigh Town
Council)**

Alcohol Temporary Event Notice

SECURITY ARRANGEMENTS.....

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FIRST AID ARRANGEMENTS.....

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FOOD OUTLETS

**(Note there is a snack bar open within the playing field. Other food outlets will only be allowed for
large events if required – specify)**

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TOILETS

**(There are public toilets on site, open day time only. Additional toilets may be required for large
events – specify)**

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**RISK ASSESSMENT AND PUBLIC LIABILITY INSURANCE MUST BE SUBMITTED PRIOR TO
EVENT TO THE TOWN COUNCIL OFFICE.**

EVENT MANAGEMENT PLAN WILL BE REQUIRED IN ADDITION FOR LARGER EVENTS.

I agree for my contact details to be retained by Rayleigh Town Council for the purposes of communicating
with me. I understand that this information will be secure in accordance with the General Data Protection
Regulations.

Signed **Date.....**

Return Completed Form to Rayleigh Town Council at the address shown on first page