



# Wendover Parish Council

The Clock Tower, High Street, Wendover, Aylesbury,  
Buckinghamshire, HP22 6DU  
01296 623056 | estates@wendover-pc.gov.uk

## OPEN SPACES BOOKING FORM

Anyone wishing to hold an event on an open space belonging to Wendover Parish Council is required to submit a form to the Estates and Events Manager. The form must be returned with any additional information required as set out in the conditions of hire.

*Please post or email this form using the above details.*

### Personal Information

Name of Applicant

Email

Phone

Address

Organisation/Club

### Event Details

Type of Event:

Name of Site

Name of Responsible  
Person Attending the Event

Contact Details



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## Event Details

Date of Hire

Set up Time

Event Start Time

Event End Time

Venue Clear Time

Expected Attendance

Fee Charged  
(office use only)

More information about the  
event (if applicable):

## Hiring Fees

Location	Event Type	Charge
Manor Waste	Daily Hire	£55.00
Ashbrook & Hampden Meadow	Daily Event	£100.00
	Multi Day	£55 non-operational day, £100 operational day.
	Charitable / Fitness Classes	No charge



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## Agreement

As the duly authorised representative of the event, I agree that:

1. Wendover Parish Council will not be liable for the death or injury of any person attending the site/facility for the subject of hiring, or for the losses, expenses or other costs incurred by the hirer except where such death, injury or loss is due solely to the negligence of the Council or anyone authorised on its behalf.
2. Wendover Parish Council will not in any circumstances accept responsibility or liability in respect of any damage to or loss of any goods, articles or property of any kind brought to or left at the site / facility either by the hirer or by any other person, unless this is due to the negligence of Wendover Parish Council.
3. The hirer is not to cause any damage to the site / facility and – except to the extent that the Council may be indemnified by insurance – the hirer is to make good and pay for such damage caused by any act or neglect of the hirer; or anyone the hirer is responsible for; or of anyone permitted by the hirer to enter the site / facility. The hirer is responsible for ensuring the site is returned in the condition it was in at the start of the hire, including the clearance of any litter and ensuring that there is space in the existing public bins after the event. If the hirer or anyone involved in the event has used the power bollards (Manor Waste only) they must ensure that the bollards are closed and locked after the event. The hirer is responsible for ensuring that any electrical equipment used, is safe and regularly checked.
4. The hirer shall be responsible for any losses, expenses or other costs mentioned in the above clauses and shall maintain a policy of Public Liability Insurance in the minimum sum of £10m in respect of any one incident to cover such liability.
5. The hirer will comply with the conditions of hire agreed on this form and provide all required information to support those conditions of hire at least 48 hours before the start of the event.

### Agreed and Signed by Hirer:

Name:	
Address:	
Contact Number:	
Signed:	Date:



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## Conditions of Hire (to be agreed with the Parish Council)

The following conditions of hire apply:

	Applies (Y or N)	Date Received (office use only)	Notes (office use only)
<b>Legal</b>			
A Public Liability Insurance certificate for £5m/£10m* received			
Licensable activities – a TEN (Temporary Event Notice) required			
Risk assessment completed and received			
Additional charge for PRS/PPL licence required			
Road closure required to be paid and applied for by the hirer			
All equipment used to be suitable and tested (up to date PAT test)			
<b>Crowd Management</b>			
An event plan/layout required for approval and comment			
Police SAG required to be notified			
Formal crowd control required (SIA registered security guards)			
Barriers required to protect event area/roads/pathways/other*			
Car parking control/mitigation of nuisance parking strategy required			
<b>Access and utilities</b>			
Access to water source required (additional fee applied)*			
<b>Legal</b>			
Access to electric supply (additional fee applied)*			
Hirer requires key to gate(s) (deposit required)*			
Hirer to provide additional bins/specific waste management terms*			
<b>Consideration of neighbours</b>			
Noise management plan required			
Advertising to include section on considerate parking			
Hirer required to send letter to neighbouring properties			
<b>Other requirements</b>			