

# Romsley Parish Council

## Application for the Use of the Playing Field



Complete the form in block capitals using black ink.  
If any question is not applicable please answer "Not Applicable"

1) Application Date: -----

### 2) Details of person making the application

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### 3) Organisation details on whose behalf the application is being made

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Website: \_\_\_\_\_  
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Name of Chairman / Secretary: \_\_\_\_\_  
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4) Details of the event / purpose for using the Playing Field

Date of the event: \_\_\_\_\_

Time of the event (start / finish): \_\_\_\_\_

What type of event is the application for including, but not limited to, details related to alcohol, food and entertainment:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is the target number of attendees to the event: \_\_\_\_\_

Please state **which** members of the Romsley community will benefit from this event:

\_\_\_\_\_

\_\_\_\_\_

Please state **how** they will benefit:

\_\_\_\_\_

\_\_\_\_\_

5) Detail of the following are required within two months of the application being approved. Do you agree to providing this information?:

Yes      No      Not applicable

a) Temporary Events License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Public Liability Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Anti Social Behaviour Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) First Aid provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Toilet provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Car parking provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6) Please provide any other additional information that may assist your application:

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- **When an application is approved a deposit of £500 is required no later than 1 week before the event date. This is to cover any initial costs for damage caused or litter removal. (Fully refunded If no costs incurred by the Parish Council)**
- **When a hire charge is made for approved applications, 50% is to be paid to confirm the booking and the balance paid 1 week before the event date.**

Payment arrangements to be coordinated with the Clerk,

***Please return completed application form together with any additional supporting evidence to:-***

The Clerk Romsley Parish Council,  
PO Box 1860,  
Halesowen B62 0JU  
or email:

clerk@romsleyparishcouncil.gov.uk