

Request to hold an event on Falkirk Council land

In order to help us consider your request to hold an event or activity on land owned by Falkirk Council, please fill in the form below giving as much detail as possible.

Please confirm that you have read and understood the conditions set out by signing where indicated on the form.

All completed forms should be returned, preferably by email to

Email: planenv@falkirk.gov.uk

or by post to:

**Estates Development Officer
Planning and Environment Unit
Abbotsford House
David's Loan
FK2 7YZ**

If you have any questions regarding a booking please get in touch via the email address above or by calling the Contact Centre on 01324 506070

Contact Name	
Contact Phone Number	
Mobile Telephone Number for on the event day	
Contact Email Address	
Organisation Name	
Organisation Address	
Event Details	
Date requested	
Timings (Please include details on start time, end time and any set up or take down)	

Are you charging an admission fee?	
If so approximately how much will this be?	
Anticipated numbers (Please include a breakdown of anticipated spectators and participants)	
Will event involve volunteers? YES/ NO	
Will event have paid employees? YES/ NO If the answer to the above is yes, please provide us with proof of Employers Liability Insurance	
What type of first aid cover will you have in place?	
Public Liability Insurance: If you are carrying out any activity as part of your event which differs from normal public use of the site, or if you are bringing equipment to the site, for example gazebos, fencing, inflatables etc. you must supply proof of Public Liability Insurance (PLI) to the minimum value of £5 million (small scale events) or £10million (large scale events) before we can proceed. Please ensure that you provide proof of insurance when you submit this form	
Risk Assessments : All events on our property require a risk assessment before we can confirm the booking. This risk assessment should note any risks associated with the event, both to participants and to regular users of the site, and identify sensible measures to mitigate these risks. Risk assessment templates are easily available online. Please ensure that you provide risk assessments when you submit this form	

Large scale events:

If your event is considered to be of a large scale i.e. with a large number of attendees, heavy build and take down, highly disruptive to normal Park operations; we will require a full event manual and organisational meetings prior to the event. We ask for at least 3 months' notice for events considered to be of a large scale.

For invoicing purposes

Name:

Address:

Telephone number:

Please sign here to indicate that you have read and understood the terms and conditions listed below

Before returning check that you have all the following included

Completed application form

Signed and dated by event organiser

Signed to confirm terms and conditions

Copy of Public liability insurance, if required

Risk assessment

Employers Liability Insurance, if required

EVENTS TERMS AND CONDITIONS

1. The site is owned by Falkirk Council (FC) who retain the right to access the land for any reasonable purposes associated with their function as a Landlord and cancel any licence, lease or other arrangement with one month notice if required.
2. No notice will be given to any operator holding a licence for the site if the operation is a regular one such as grass cutting or if the work is to protect public safety, other non-urgent project work will be notified to the operator holding the licence a fortnight before work starts.
3. The licence only covers the activity in the initial licence application, and additional activity must be authorised in writing in advance
4. The licence cannot be transferred to any other operator
5. The licence does not imply an exclusive right to operate
6. Where requested; the licence is only valid if accompanied by valid Public Liability Insurance of at least £5 million.
7. A relevant, complete risk assessment covering all of the planned activity must be provided at the time of application and updated at least yearly.
8. All first aid provision is the responsibility of the operator
9. Advertising of the activity should be cleared through FC marketing department in advance and if any element is considered inaccurate, offensive or in any way at odds with FC principles the advertising will not be authorised and the licence may be revoked.
10. Obtaining all of the relevant legal permissions for the activity is the responsibility of the operator and must be shown on demand to Falkirk Council
11. The hours of operation will be agreed in writing in advance but FC retains the right to ask for these to be amended or cancel the licence if noise levels or other associated by-products of the licenced activity cause disturbance to residents or a public nuisance to other users.
12. The Council will not be liable for any loss or damage to property brought to the site by the operator or attendees.
13. All litter and other rubbish associated with the activity must be removed from the site at the end of the period of use at the licence holders own expense. Commercial waste may not be disposed of in public litter bins.
14. Nothing should be fixed to any structure or surface on site without express written permission from FC.
15. Any damage to the area must be repaired by the operator and a bond may be requested in advance of authorised activity likely to cause damage to enable repairs to be carried out with appropriate speed to ensure public safety. All repairs and cost of repairs will remain the responsibility of the operator and FC will seek to recover all reasonable costs including staff time if required.
16. If FC staff are required for any reason out of their normal working hours to deal with issues, urgent queries, etc. during the period of the licence their time will be recoverable from the operator at overhead recovery rate.
17. No utilities or access to water are included within the let
18. If any of the above conditions are not met the licence to operate becomes invalid and must be re-applied for.
19. This licence can be revoked at any time and although any fees or other charges paid to FC will be repaid pro-rata no financial liability will be accepted for loss of income associated with the revoking of the licence.
20. Any fees associated with the granting of these licences will be determined at the beginning of the financial year and will be payable at the time the licence is granted running for a period of 12 months.