



APPLICATION FOR THE USE OF COUNCIL OWNED SPACE FOR SPECIAL EVENTS
(Before completing this form please refer to the guidance notes)

1) Please indicate location required

PRIORY PARK (please refer to the special conditions of use)	<input type="checkbox"/>	ROSE BANK GARDENS	<input type="checkbox"/>
BELLE VUE ISLAND (amplified music prohibited at this location)	<input type="checkbox"/>		
HANLEY ROAD CAR PARK (Upton Upon Severn)	<input type="checkbox"/>		

Priory Park bookings only – before completing this form you MUST discuss the date of your event with Malvern Theatres on 01684 892277

2) Organisation Details

Organisation Name	<input type="text"/>
Organisation Address	<input type="text"/>
Post Code	<input type="text"/>
Telephone Number	<input type="text"/>
Mobile Number	<input type="text"/>
Email Address	<input type="text"/>

3) Applicants Details (if different to organisation details)

Applicants Full Name	<input type="text"/>
Applicants Full Address	<input type="text"/>
Post Code	<input type="text"/>
Telephone Number	<input type="text"/>
Mobile Number	<input type="text"/>
Email Address	<input type="text"/>

4) Event Details

Name/Title of the Event	<input type="text"/>		
Date of the Event	<input type="text"/>		
Event Start time	<input type="text"/>	Event Finish Time	<input type="text"/>

Please note that NO event will be permitted to finish beyond 22:00hrs – please see the conditions attached

Please provide full details of the Event (including details of the proposed area of use e.g. map, drawing etc)

Will there be amplified music at the event	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Do you wish to sell alcohol at the event	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

The sale of alcohol will require a separate licence. A copy of this Licence must be attached to the application form – for further details please contact Malvern Hills District Council Licensing Section.

5) Facilities and Emergency Provision

Number of people expected at the event

Please indicate what provisions have been made for toilet facilities

Please indicate what provisions have been made for First Aid cover

Have the Fire Service been informed of the Event

YES

NO

Have West Mercia Constabulary been informed of the Event

YES

NO

Please indicate the total number stewards that will in attendance and available at the event

Please provide the full name and contact details of the head stewards that can be contacted before and on the day of the event

1) Name Telephone Number

2) Name Telephone Number

A valid certificate of Public Liability insurance MUST be produce at the time of making the application.

6) Signature and date

By signing this application you are confirming that you have read and agree to be bound by the standard conditions of hire in respect of the area identified, together with any special conditions.

Signed

Dated

Fees

- **Small Events (less than 100 people)** - £225
- **Large Events** - £300
- **Small Music Events (less than 100 people)** - £375
- **Large Music Events** - £450

The appropriate fee MUST be paid at the time of making the application. Any application submitted without the appropriate fee will be cancelled and returned.

(The above fees comprise of a £150 deposit which will be refunded after the event once the site has been inspected and deemed clean and tidy. In relation to music events a further £150 will be refunded providing that Environmental Health Officers are not required to attend the event due to reports of noise nuisance).

Once completed please return:

By Hand to: Malvern Hills District Council, Customer Service Centre, The Library, Graham Road, Malvern, WR14 2HU
By post to: Malvern Hills District Council, Council House, Licensing, Avenue Road, Malvern, WR14 3AF

CONDITIONS OF HIRE

Priory Park (The following conditions were attached after a hearing by the Licensing Authority).

1. Regulated Entertainment, to include plays, films indoor sporting events, boxing or wrestling, live music, recorded music, performance of dance or anything of a similar nature to live music, recorded music or performance of dance; to take place between the following times only

Monday - Thursday	10:00hrs to 19:00hrs
Friday – Saturday	10:00hrs to 22:00hrs
Sunday	10:00hrs to 17:00hrs
2. Events involving amplified music will be limited to 14 events per calendar year, of which only 4 events will continue beyond 19:00hrs. Reason: The prevention of public nuisance.
3. Event organisers must notify the Fire Safety Department at least 28 days in advance of the event Reason: Public Safety
4. Event organisers must notify the police and the Local Authority Street Scene Department at least 28 days in advance of the event. Reason: The prevention of crime and disorder.
5. Risk assessments and theatre performance risk assessments will be carried out by the organisers prior to each event. Reason: Public Safety
6. Residential properties around the cartilage of the premises will be notified of an event involving amplified music at least 28 days in advance of the event by the event organiser. Reason The prevention of public nuisance.
7. Amplified music will not be provided for more than 3 hours in any period of four consecutive hours, during permitted hours. Reason: The prevention of public nuisance.
8. Event organisers shall organise a designated litter picking patrol. Reason: Public safety and the prevention of public nuisance.
9. Site tidying and securing is to be completed by 23:00hrs and where equipment is left overnight, named stewards shall remain on site. Reason: The prevention of crime and disorder and public nuisance.
10. Dismantling and removal of equipment will not be permitted after 23:00hrs or before 07:00hrs the following morning: Reason: The prevention of public nuisance.
11. Named Stewards to be present all events. Such stewards must be readily identifiable through the use of high visibility vests or identification badges. Reason: The prevention of crime and disorder, public safety and prevention of public nuisance.
12. All lighting effects shall take place only within the permitted hours. Reason: The prevention of public nuisance.