



**APPLICATION FOR THE USE OF
COUNCIL OWNED LAND
FOR A COMMEMORATIVE EVENT
QUEENS PLATINUM JUBILEE
2ND – 5TH JUNE 2022**

Before completing this form please read the enclosed "Conditions of Hire"

Please complete ALL sections in BLOCK CAPITALS

Organiser's Name

Site Required

Type of Event

	Main Contact	On-Site Event Contact (if different)
Title		
First Name		
Surname		
Address		
Town		
County		
Post Code		
Daytime Tel 1		
Daytime Tel 2		
Mobile		
E-Mail		

ACTIVITY	DAY	DATE	TIME (Please Tick / Specify)		
			Morning 09:00 – 13:00	Afternoon 13:00 – 17:00	Evening 17:00 – 21:00
Arrival & Set-Up					
Operating					
Site Clearance & Departure					

ESTIMATED ATTENDANCE:

PLANNED ACTIVITIES

.....
.....
.....

INSURANCE

Public Liability Insurance is required for all events on public land. The Council’s insurers (Zurich) offer public liability insurance cover (up to £5 million) for street parties and other commemorative events. Please refer to the attached information. A copy of your insurance certificate must accompany this application form.

LICENSING

If you are planning to charge an admission fee for entertainment or operate a bar, you may be required to apply for a Temporary Event Notice (TEN). For further information contact our Licensing Team on 01444 477294 or email licensing@midsussex.gov.uk

CHECKLIST FOR EVENT APPLICATIONS

- Application Form Completed in Full
- Risk Assessment Completed in Full
- Valid Copy of Public Liability Insurance Certificate Enclosed

DECLARATIONS AND SIGNATURE

I/we Mr/Miss/Ms/Mrs (full names)

I/we have received, read, understood and agree to abide by Mid Sussex District Council’s standard “Conditions of Hire” (see attached).

I/we confirm that I am / we are authorised to act on behalf of the above.

Signed **Office Held**

Signed **Office Held**

Date / /

PLEASE RETURN THIS FORM TO:

Outdoor Services Tel: 01444 477379 Email: bookings@midsussex.gov.uk

Mid Sussex District Council
Oaklands Road
Haywards Heath

IMPORTANT

**Before returning this application form
please read the attached
“Conditions of Hire”.**