

Use of Council owned/managed land

Please complete and submit this form at least **3 MONTHS** in advance of the event. **The Council reserves the right not to consider bookings received less than 2 months before the event.**

1. APPLICANT	
Name of Event Organiser:	
Name of Organisation:	
Contact Address:	
Email Address:	
Tel No's:	

2. EVENT DETAILS	
Name of Event:	
Date of Event:	
<p>Proposed Location of Event:</p> <p>NB: If hiring Palace Green or Ely Park (Cherry Hill), you MUST obtain permission from the Dean & Chapter as landowner and the Bursar at Kings School before proceeding</p> <p>Please contact the Events Manager at Ely Cathedral and ask for the permission of the Dean & Chapter, as landowner, to the event being held.</p> <p>In addition, please contact the Bursar at The Kings School, Bishop's Palace, Palace Green, Ely, Cambs, CB7 4EW, informing them that you will be holding the event as they are tenants of Palace Green and need to use the emergency access.</p>	
Access to site required:	Start Time
	Finish Time
Event open to the public:	Start Time
	Finish Time
<p>Details of Event:</p> <p>(Please specify all components, stalls, games etc.)</p>	
<p>Expected Attendance:</p> <p>(If over 500 persons you qualify to attend ECDC SAG)</p>	
<p>Person responsible for Health & Safety:</p> <p>Contact details i.e. name, address, telephone number and email address, of person responsible for Health & Safety (This should NOT be the main event organiser)</p>	

3. MUSIC

Will the event involve any type of music and/or dancing?

YES NO

If YES – please specify type and duration

4. FUNDRAISING

Is it a fundraising event?

YES NO

If YES – please specify to whom the funds will be donated

5. ADMISSION

If not a charitable/non profit-making event please confirm if the use is for a commercial purpose, i.e. are you charging an admission fee?

YES NO

6. PUBLIC TOILETS

Details of public toilet opening times can be found at <http://www.eastcambs.gov.uk/content/public-toilets>. Please note there will be a charge of £20 + VAT per additional hour of opening

If required, please specify which public toilet/s you would like to open early/late:

Opening time:

Closing time:

7. STALLS

Food and drink (please give details):

Other products (please give details):

Please note:

ECDC are focused on creating a thriving hub for the community by supporting the City Centre and delivering a successful regular market and any events on ECDC land should not detract from this. If you wish to include stalls at your event, please consult Ely Markets at markets@eastcambs.gov.uk before submitting this form.

You will need to contact the ECDC Licensing Officer at licensing@eastcambs.gov.uk or call 01353 665555 if:

- Food or drink is to be served - please provide a list of all food vendors and/or drink stands, to include names, addresses and contact numbers, at least 8 weeks before the event.
- You wish to sell alcohol – you may require a [Temporary Event Notice](#).
- There will be stalls present selling products – you may need a street trading event permit (More information [here](#)).

8. ANY OTHER REQUIREMENTS

The hirer is responsible for making any additional arrangements in liaison with appropriate persons / organizations

Access to electricity (Jubilee Gardens only):	Please email facilities@eastcambs.gov.uk
Extra bins and/or rubbish collections:	This will incur a charge. Please email waste@eastcambs.gov.uk to request a quote, as prices will vary depending on the number of bins etc.

9. CHECKLIST

I have:

Attached a Health & Safety Risk Assessment	<input type="checkbox"/>
Attached a Site Layout Plan	<input type="checkbox"/>
Attached / will forward copy of Public Liability Insurance in the minimum sum of £5m	<input type="checkbox"/>
Attached confirmations from Ely Cathedral & Ely Kings School, if using Palace Green or Ely Park (Cherry Hill)	<input type="checkbox"/>

If you do not currently have all of the above documents, please forward to events@eastcambs.gov.uk as soon as possible.

Please note that the booking is conditional on the Hirer obtaining all the necessary licenses and if these are not obtained before the event, the Council reserves the right to refuse permission to use the Premises.

By completing and submitting this form, I agree on my behalf and on behalf of the organisation above to comply with and be bound by the [Conditions of Hire](#).

Signed Dated