

Town Clerk C W Drake
 Telephone 01566 773693
admin@launceston-tc.gov.uk
www.launceston-tc.gov.uk



Launceston Town Council
 The Town Hall
 Launceston
 Cornwall PL157AR

AGREEMENT TO USE THE SQUARE, PRIORY PARK AND /OR PARADE GROUND

Name:	
Organisation:	
Charity Number (if applicable):	
Address:	Invoice Address (if different) Is a purchase order number required for invoicing? Yes ☐ No ☐ Are you happy to receive invoices via email? Yes ☐ No ☐
Telephone no (day): _____ (evening): _____ Email: _____	
Date/s of booking:	Hire Times: (see item (5) in Conditions of Hire)
The times given must include time needed for setting up and for clearing away after the event.	
Please describe your event and give its title:	
FEES	
Standard fee of £75 for commercial hire (markets and events) or £15 for individuals (no hiring to anyone selling goods which are available in shops in Launceston). You will be charged the standard fee unless you qualify for a concessionary discount, which may be granted to local community and charitable organisations. If your hire is for commercial filming or an extraordinary event please contact the office for more information	
DEPOSIT	
A deposit of 50% of the total fee due is required before a reservation can be confirmed. Prior to the receipt of the deposit reservations are provisionally agreed but the space could be re-let if the completed application form and deposit are not returned by the due date. A minimum charge of £50 will be added to the hire cost and refunded only if no refuse has been left on site and no cleaning is required. See item (9) in Conditions of Hire.	
SPACE REQUIRED (please tick)	
PARADE GROUND: Standing: maximum 300 people	
KINGS FIELD (KNOWN AS PRIORY PARK)	
SQUARE : Standing: maximum 400 people	
The area of the square to be hired extends to the kerb face on Broad Street and excludes the loading bays and taxi rank areas. Road closure is required if you plan to use the loading bay area from Barclays Bank at no 6 Broad Street to the estate agents on the Broad Street / High Street.	

TEMPORARY EVENT NOTICE (TEN) & EVENT NOTIFICATION FORMS

Have you applied for a TEN? Yes ☐ No ☐

TENs can be used for small scale or one off events. If your event includes entertainment, alcohol, or hot food or drink for sale (between 23:00 and 05:00), you probably need to submit a (TEN) to Cornwall Council, a copy of which must be submitted to Launceston Town Council. Further guidance can be found on the Cornwall Council Website.

Have you submitted an Event Notification Form? Yes ☐ No ☐

An Event Notification Form will generally be required to be made to Cornwall Council, a copy of which must be submitted to Launceston Town Council. Event Notification which involves a road closure must be made at least twelve weeks prior to the event date. Further guidance can be found on the Cornwall Council Website.

www.cornwall.gov.uk/leisure-and-culture/organising-events-in-cornwall/event-notification-forms/

UTILITIES

Do you need access to a water supply? (Town Square only) Yes ☐ No ☐

Do you need access to an electricity supply? (Town Square only) Yes ☐ No ☐

(Please see item (11) in Conditions of Hire)

VEHICULAR ACCESS

Do you need the bollards removed to access the Town Square? Yes ☐ No ☐

ALCOHOL

Will alcohol be served at your event?

Yes ☐ No ☐

Any event organiser who wishes to serve alcohol must apply to Cornwall Council for a Temporary Events Licence at a cost of £21

INSURANCE

Public Liability Insurance Certificate enclosed?

Yes ☐ No ☐

Please see item (15) in Conditions of Hire:
A minimum of £5m cover is required for any Professional event

LIVE OR RECORDED MUSIC

Will live or recorded music be played?

Yes ☐ No ☐

If music is played the event organiser must contact PRS PPL Ltd <https://pplprs.co.uk/> 0800 0720 808 and may need to pay a copyright fee. Please see item (17) in Conditions of Hire

RESPONSIBLE PERSON

The name, address and contact details of a responsible person is required. This person must conduct a risk assessment, be present throughout the event and will oversee all aspects of health and safety.

Name:

Signed:

Address:

Email:

Telephone no:

Application is made for use of the space. I confirm that I have received and read a copy of the Conditions of Hire. I will be responsible for all Conditions of Hire and for paying the hire charge and any charges relating to damages or breakages. I am over 18 years of age

Signed:

Date :

We are GDPR compliant. Please view our general privacy notice on our website www.launceston-tc.gov.uk or ask for a paper copy. By ticking this box you give your consent for us to hold your data for the purposes of invoicing and communication relating to this hire only. ☐

If you would like to be kept informed about other Town Council matters, news, events, meetings or activities please let us know