This application process is for the short-term use of Beer Parish Council land. Fees apply.

Applications should be submitted **at least four weeks before the space is required** to give time for processing. If pitches are planned for the booking, the organiser should submit details of the planned stalls on this form. All Applications must be returned to the Clerk at Beer Parish Council.

Applicants should not assume consent will be given and therefore trading should not commence until the BVEC/BPC have confirmed acceptance of the space booking.

**Note that this application does not cover licenses required by EDDC for the provision of any licensable activities (Music, sale of alcohol, traders stall etc). Organisers must apply to EDDC Directly for these.** PLEASE COMPLETE ALL FIELDS BELOW

**CONTACT DETAILS**

|  |  |  |
| --- | --- | --- |
| Name of organisation:  Name of person applying: |  |  |
|  |  |
| Contact address & post code: |  |  |
| Contact details: | Tel No: | Email: |

**EVENT DETAILS**

|  |  |  |
| --- | --- | --- |
| Name of event: |  | |
| Location Requested:  Please tick |  JUBILEE   CHARLIE’S YARD | |
| If more than one area is requested please specify dates, with start and finish times for each | | |
| Date(s): | Event start time: | Event finish time: |
| Description of event: | | |
| **CATEGORY (please tick below)** | | |
| Beer Charity/Community | Expected numbers of visitors: | Detail any Stalls included: |
| Beer Business (Commercial) | Expected numbers of visitors: | Detail any Stalls included: |
| Charity/Community outside Beer | Expected numbers of visitors: | Detail any Stalls included: |
| Business (Commercial) outside Beer | Expected numbers of visitors: | Detail any Stalls included: |
| Large Festival/ Live  Performance (Commercial) | Type of Festival:      Expected numbers of visitors: | Detail any Stalls included: |
| Block bookings | Expected numbers of visitors: | Detail any Stalls included: |

REQUIREMENTS

1. **PUBLIC LIABILITY INSURANCE**

It is the responsibility of the event organiser to provide their own public liability insurance.

|  |  |
| --- | --- |
| I hereby declare that I have seen my organisation’s public liability insurance certificate and confirm it valid for the dates of the above event. | Signed: |
| Date: |

1. **RISK ASSESSMENT**

It is the responsibility of the event organiser to conduct a Risk Assessment – please send a copy of your Risk Assessment to us with the application form.

1. **SITE PLAN**

Please provide a site plan or sketch of the area of activity – please send a copy with the application form.

1. **LITTER & ENVIRONMENTAL IMPACT**

It is the responsibility of the event organiser to keep our sites free from litter. Please contact Streetscene at EDDC if you need litter clearance after your event. (Fees may apply). Please consider the environmental impact of you event and state below how you will minimise this considering power supply, street surface, coastal and inland waters, carbon footprint, supply chain, packaging, waste minimisation and the reduction of plastic use.

1. **CHARGES (PER DAY)**

You will need to submit the event payment with the application **BEFORE THE EVENT**

|  |  |  |  |
| --- | --- | --- | --- |
| Hirer | Rate per pitch | Pitch Fee if trading | Gazebo Hire |
| Beer Charity/  Community  group | £20 all-day | BPC Table required  £5 per table |  £10 per Gazebo |
| Beer Business (Commercial) | £25 all-day | BPC Table required  £5 per table |  £10 per Gazebo |
| Charity/  Community outside Beer | £25 all-day | BPC Table required  £5 per table |  £10 per Gazebo |
| Business (Commercial) outside Beer | £25 all-day | BPC Table required  £5 per table |  £10 per Gazebo |
| Large Festival/ Live  Performance (Commercial) | £175.00 all day | BPC Table required  £5 per table |  £10 per Gazebo |
| Block bookings | £25 per day | BPC Table required  £5 per table |  £10 per Gazebo |

Payment is accepted by CHEQUE made payable to Beer Parish Council or by BACS:

**Account Name**: Beer Parish Council at Lloyds TSB **Sort Code**: 30 90 37 **Account No**: 00657441 *Please quote your event name if paying by BACS*

**LICENSABLE ACTIVITIES – do you intend to have any of the following at your event?**

|  |  |
| --- | --- |
| Sale of alcohol | EDDC Licence |
| Regulated entertainment (live music/performances) | EDDC Licence /PRS Licence |
| Late night refreshments (hot food/drink between 11pm – 5am) | EDDC Licence |
| Food stalls | EDDC Street trading consent/registration with EHO |
| Trading stalls | EDDC Street trading consent |
| Charitable Street collection | EDDC Permit |

**It is the responsibility of the event organiser to contact EDDC for advice and guidance regarding licensable activities, street trading consent and the requirement for a Temporary Event Notice events@eastdevon.gov.uk 01395 516551**

**More information can be found here** <http://eastdevon.gov.uk/licensing/street-trading/>

|  |  |
| --- | --- |
| **SIGNATURE** I declare that I am NOT under the age of 17 years and the information given is true: | |
| **Organiser’s signature:** |  |
| **Date:** |  |

# Data Protection

The information which you provide will be held by Beer Parish Council. The information will be used for the purpose of processing your application to use Beer Parish Council land and where relevant, will be shared with EDDC for the purposes of carrying out lawful functions regarding licensing and street trading. The information will be held securely and will not be retained for any longer than necessary.

**Please return the application form, payment and required documents to:**

**Beer Parish Council:** The Clerk**,**, Mariners’ Hall, Fore St, Beer, Devon, EX12 3JB

Email to@ beerparishcouncil@outlook.com