

Please complete and return to:
DEBDALE PARK OFFICE
1075 HYDE ROAD, GORTON, MANCHESTER, M18 7LJ.
TEL: 0161 223 8278 FAX: 0161 223 3714

Name & Address of Applicant(s)		Name & Address for Invoice	
Name:		Name:	
Address:		Address:	
Post Code:		Post Code:	

Name of Contact Person:	
Tel:	

(The name & telephone number of the person who can be contacted during office hours MUST be provided.)

Name and purpose of Event	
Date and Time of Event	
Name of Park Requested	
Total vehicles requiring access	
Anticipated Attendance	
Special Requirements / Any other relevant information	

I, the undersigned, certify that the information given on this Booking Form, is true and complete to the best of my knowledge. I confirm that I am duly authorised to sign this Booking Form on behalf of the above applicant(s). If permission is granted for the staging of the event detailed above, I agree to ensure the observance and performance by the applicant(s) of all conditions notified to me in writing and of the Area Parks Manager, or his / her representative.

This booking form must be returned to Debdale Park Office together with a Risk Assessment and Public Liability Insurance before a booking can be confirmed. I accept the terms and conditions attached with this Booking Form.

Sign		Date	
Name and Address of signatory			
Telephone Number			

EAST AREA PARKS
EVENT BOOKING TERMS AND CONDITIONS

Conditions governing the use of Public Parks, Gardens and Recreation Grounds.

1. Where permission is granted for the staging of an event, it shall be granted to the named applicant(s) only and shall not be assigned or sublet to any person or organisation.
2. The applicant(s) shall comply with all Byelaws of the City of Manchester relating to parks and pleasure grounds. A copy of these may be seen upon application to the Outdoor Facilities Manager at the address given on the Booking Form. The applicant(s) shall be deemed to have had due notice of all such Byelaws.
3. The applicant(s) shall comply with all instructions of the Head of Leisure, his Outdoor Facilities Manager or other lawful representative regarding the event.
4. Where any event requires prior publicity, any publicity material must state clearly the name of the organisation, society, group or person(s) responsible for staging the event.
5. The applicant(s) shall not be permitted to offer any Catering for the public at any event (including the sale of drinks and/or sandwiches) without the express agreement in writing of the Director of Catering Services. It should be noted that the City Council has its own catering facilities available within the majority of parks and recreation grounds, and is able to cater fully for events. For further information, please contact the Catering Services Department on 0161-234 7049 or 0161-234 7710.
6. The applicant(s) shall ensure that the location of the event is used in an orderly manner, with due regard for the convenience of other persons using the facility or in the vicinity.
7. The applicant(s) shall not solicit or collect any money or distribute any pamphlet or printed material within the facility without the prior written authority of the Head of Leisure, his Outdoor Facilities Manager or other lawful representative.
8. The applicant(s) shall be responsible for the full costs of promoting the event. The City Council will provide only the use of the facility upon payment of the appropriate fee (where applicable). This means that the event organiser(s) shall provide all services required including equipment, security and vehicle parking. Any assistance required from the City Council will be charged at cost.
9. It shall be the responsibility of the organiser(s) of the event to leave the facility clean and tidy to the satisfaction of the Outdoor Facilities Manager. This must be completed no later than 48 hours after the close of the event. Failure to comply with this condition will result in the event organiser(s) being charged with any costs incurred by the City Council in cleaning the site used.

EAST AREA PARKS
EVENT BOOKING TERMS AND CONDITIONS

The event organiser(s) will also be charged with the costs of any necessary reinstatement.

10. The City Council shall not be responsible for any loss of or damage to any property resulting from the staging of the event or from any activity thereat, nor for any loss or injury from any cause whatsoever to any person(s) attending the event for any reason whatsoever.

11. Upon receipt of a request for permission to use a facility, a Booking Form will be distributed to the relevant party. The applicant(s) shall immediately complete and return the Booking Form to the appropriate Outdoor Facilities Manager. No application to use any leisure facility shall be regarded as confirmed until the Booking Form has been completed, received by the appropriate Outdoor Facilities Manager and a letter of confirmation returned.

12. Any special requirements and/or arrangements must be agreed beforehand with the appropriate Outdoor Facilities Manager, and confirmation of any such requests must be submitted in writing no later than 14 days before the commencement of the event.

13. If it is intended to include a fun fair at the proposed event, it is recommended for his/her own protection that the applicant(s) contact the NW Secretary of the Showmen's Guild of Great Britain (the regulatory body for fairground proprietors), who will be able to arrange such an attraction. The present Secretary is Mrs. V. Grey (telephone number 0161-762 9502).

14. The applicant(s) shall at all times hereafter insure the City Council and its Officers by means of Public Liability Insurance against any claim which may be brought against them resulting from the staging of the event or any activity thereat.

15. The applicant(s) shall produce evidence of public liability insurance and a risk assessment to the Head of Leisure or Outdoor Facilities Manager at least 14 days before the date of the proposed event. If this is not done the City Council shall be entitled to withdraw permission for the proposed event without further notice.