



Sherborne Town Council

The Manor House, Newland, Sherborne, Dorset, DT9 3JL

Steve Shield Town Clerk

Telephone: 01935 812807

E.mail: s.shield@sherborne-tc.gov.uk

Website: www.sherborne-tc.gov.uk

Application form to hire Pageant/Paddock Gardens

Name of hirer:.....would like to hire (tick relevant box):

☐

Pageant Gardens **with** the use of the bandstand

☐

Pageant Gardens **without** the use of the bandstand

☐

Paddock Gardens

Date of event:

Type of event:.....

Name and address for invoice:.....

.....

I confirm that the hirer will use the gardens in accordance with the following conditions:

- Payment of the hire charge of £50 (inclusive of VAT).
- £5,000,000 Public Liability Insurance to be held (please provide a copy).
- All necessary Licences and Permissions to be obtained.
- An appropriate Risk Assessment to be carried out and, if children are involved, consideration to be given to the need for DBS checks.
- Adequate supervision and support to be available at all times.
- The individual water feature areas (Pageant Gardens) and surrounding area to be kept 'out of bounds' at all times.
- The flower beds to be protected.
- The release of sky lanterns and helium balloons is prohibited.
- Any damage is made good.
- **No vehicles to be parked in the gardens** – other than agreed beforehand for the purpose of the hire only.
- The Organiser of the event to ensure that the arrangements generally are discussed with and agreed by the Council staff at least seven days prior to the function day.
- The Council will not be held responsible for the quality of the mains water beyond the standpipe tap.

Signature:.....

Name:.....

Email:.....

Phone no.:.....