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| BARNSLEY Metropolitan Borough Council |
| www.barnsley.gov.uk |

**BOOKING FORM FOR:**

**FAIRS, CIRCUSES AND OTHER OUTDOOR EVENTS**

**NOTES FOR COMPLETING FORM**

**Complete section A** (Details of event and site required)

**Complete section B** (Details of event organiser)

**Observe and comply with section C** (Charges and Special Conditions)

**Complete and sign section D** (Declaration)

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| SECTION A | | | |
| EVENT NAME: …………………………………………………………………………………………….. | | | |
| SITE REQUIRED: ………………………………………………………………………………………..... | | | |
| DATE OF EVENT: FROM …………………………… TO ……………………………………………. | | | |
| TIMES: FROM …………………………… TO ……………………………………………. | | | |
| DOES YOUR EVENT INCLUDE ANY OF THE FOLLOWING LICENSABLE ACTIVITIES (PLEASE TICK)  (PLEASE NOTE SCHEDULE 2 IN TERMS AND CONDITIONS OF BOOKING) | | | |
| LIVE MUSIC | RECORDED MUSIC | | PERFORMANCE OF A PLAY |
| DANCING | SALE OF ALCOHOL | | BOXING OR WRESTLING |
| LATE NIGHT REFRESHMENTS AFTER 11.00 PM | | |  |
| PLEASE WRITE BELOW, WHICH ACTIVITIES NAMED ABOVE OR ALTERNATIVELY ANY OTHER ACTIVITY NOT MENTIONED THAT WILL BE THE MAIN FOCUS OF THE EVENT.  …………………………………………………………………………………………………………………………...  …………………………………………………………………………………………………………………………...   * **Should you be considering having a funfair at your event, please contact us prior to booking said funfair to enable the Authority to carry out the necessary checks. Fairgrounds will only be allowed in line with Showman’s Guild rules.** | | | |
| SECTION A Continued … | | | |
| ANTICIPATED NUMBER OF SPECTATORS AT THE EVENT 0 - 499 500+ **\***  WILL THERE BE A CHARGE FOR ADMISSION TO THE EVENT YES NO  WILL THERE BE A BAR ON SITE/ALCOHOL SOLD AT THE EVENT YES **\***  NO   * (A Temporary Events Notice will be required should you anticipate more that 500 attendees). * (A license will be required should you wish to have a bar at the event) * Please contact Licensing on 772468 for further information) | | | |
| ATTRACTIONS PLANNED TO BE ON SITE OR TAKE PART IN THE EVENT ARE: | | | |
| MOBILE CATERING UNIT  ICE CREAM VANS  CHILDREN’S PLAY EQUIPMENT  ANIMALS – HORSE/DONKEY RIDES/  ANIMAL DISPLAYS ETC.  CRAFT STALLS  AMUSEMENT ARCADES  BOUNCING CASTLE/INFLATABLE SLIDE  VINTAGE VEHICLES | | HOT AIR BALLOONS (please state number)  BALLOON RACE WITH GAS CYLINDERS  ARMY OR SERVICE DISPLAY  COMMERCIAL STALLS  LARGE RIDES (please state number)  OTHER (please state below):  ………………………………………………………………  ………………………………………………………………  ……………………………………………………………… | |
| SECTION B | | | |
| NAME OF EVENT ORGANISER: ……………………………………………………………………….. | | | |
| NAME OF SITE MANAGER IF DIFFERENT FROM ABOVE: ……………………………………….. | | | |
| TELEPHONE NO. ………………………………… E-MAIL: ……………………………………….. | | | |
| NAME OF ORGANISATION: …………………………………………………………………………….. | | | |
| COMPANY/CHARITY NO. (IF APPLICABLE) ………………………………………………………… | | | |
| TELEPHONE NO. ………………………………… E-MAIL: ……………………………………….. | | | |
| WEBSITE: …………………………………………. ADDRESS: …………………………………….  ………………………………………………………………………………………………………………… | | | |
| SECTION C | | | |
| BOND: £ ……………………………..  SPECIAL CONDITIONS: Observe and comply with Terms and Conditions supplied; The Licensing Act 2003;  ……………………………………………………………………………………………………………………………… | | | |
| SECTION D | | | |
| **I agree to rent the site in accordance with the Terms and Conditions of Letting and in accordance with any additional advice/recommendations made by Parks Services Management Team**  **Signed on behalf of the Organisation: ……………………………………………… Dated: ……………….**  **Name: ………………………………………………………………………………………………………………….**  **Position: ………………………………………………………………………………………………………………**  **Signed on behalf of the Council: …………………………………………………… Dated: ………………..**  **Name: …………………………………………………………………………………………………………………**  **Position: ……………………………………………………………………………………………………………..** | | | |

Check list:

Please make sure you have fully completed and enclosed the following:

|  |  |
| --- | --- |
|  | Tick |
| Completed Section A |  |
|  |  |
| Completed Section B |  |
|  |  |
| Enclosed payment as stated in Section C |  |
|  |  |
| Signed declaration in Section D |  |
|  |  |
| Enclosed details of Public Liability Insurance |  |
|  |  |
| Enclosed layout plan and event site |  |
|  |  |
| Risk Assessment |  |

Please return to:

Parks Services, PO Box 634, BARNSLEY, S70 9GG