HENFIELD PARISH COUNCIL  
Guidance Notes on Holding Events/Activities on Parish Council Land

* **Introduction**These guidance notes are intended to assist individuals, businesses, clubs and organisations wishing to hold a one-off event or regular activity such as a holiday club or exercise class on land or property owned or managed by Henfield Parish Council (HPC). This includes land leased by the HPC to a club or organisation.
* **Application for Permission**The attached application form must be completed to seek permission for a one-off event of 20 people or more, or for a regular scheduled event or activity for 5 people or more. As much notice as possible must be given and preferably no less than 3 months. No events or activities of this nature can take place without the prior written permission of HPC. An application is not required for regular events such as matches held during a sporting season.
* **Health and Safety**A risk assessment covering all appropriate health and safety issues must be carried out before the event or activity and appropriate preventative measures implemented. Areas for consideration must include child-care and protection, first aid provision, use of electricity on site etc.
* **Traffic and Car Parking**Careful consideration must be given to the impact of traffic on the local community when organising an event or activity. Access for vehicles to the Leisure Centre and the King’s Field is very difficult and car parking is extremely limited. Designated parking zones avoiding Northcroft would be advisable with the use of signs and marshals to guide and control traffic
* **Music, Public Address Systems and Generators**Proposals for any equipment which create noise must be provided on the application form. Examples could be amplified music, PA systems, generators and children’s play equipment such as bouncy castles. In general, this equipment will only normally be allowed between 10.00hrs and 20.00hrs. The amount of use during these hours and the sound level must be such as to avoid a detrimental impact on local residents.
* **Changing and Toilet Facilities**The use of any changing and shower facilities must be by prior arrangement with appropriate owner of the facility, e.g. the Leisure Centre.
* **Liability and Indemnity**You must have public liability insurance of at least £5 million and you must indemnify Henfield Parish Council from any actions brought against the Henfield Parish Council arising as a result of your event.
* **Please note if permission is given it does not constitute exclusive hire as Parish Council Land must also be available to other potential users.**
* **All structures, equipment and litter must be completely removed by the organisers by the end of the following day.**
* **Please ensure you have also read the General Guidance for Use of Parish Council Land.**
* **Please submit your application to** [**office@henfield.gov.uk**](mailto:office@henfield.gov.uk) **or contact us for any queries.**
* **Please think of others and our wildlife by being kind to our parks and open spaces. Use the litter and dog waste bins provided or take your litter home if that isn’t possible.**

HENFIELD PARISH COUNCIL  
Application Form to hold an Event/Activity on Parish Council Land or Property

|  |  |  |
| --- | --- | --- |
| Name of Organisation | |  |
| Name of Applicant | |  |
| Position in Organisation | |  |
| Description of Event or Activity | |  |
| Proposed Date of Event/Dates of Activity | |  |
| Do you intend to charge for the Event/Activity | |  |
| Where will the event be held, please specify exact location | |  |
| How many people do you expect to attend -aged less than 16 and over 16 | |  |
| How many cars or other types of vehicles do you expect | |  |
| Do you believe your event will create traffic congestion or parking difficulties in Northcroft or any other location. | |  |
| If yes what arrangements will you make to avoid this. | |  |
| Will you be using a PA system or have amplified music. Yes or No | |  |
| If Yes what arrangements will you make to limit the impact on local residents. | |  |
| What equipment do you propose to use which produces a noise: | | |  |  |  | | --- | --- | --- | | Equipment | Yes or No | Times | | PA |  |  | | Music |  |  | | Generator |  |  | | Bouncy Castle |  |  | | Other |  |  | |
| Have you attached H&S risk assessment and insurance details (YES or NO) | | |  |  | | --- | --- | | Health and Safety Risk Assessment |  | | Public Liability and Indemnity Insurance details |  | |
| Signed |  | |
| Date |  | |