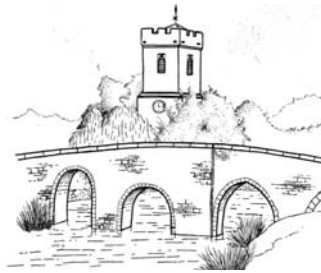


**BIDFORD ON AVON PARISH COUNCIL  
In the County of Warwickshire**



**HOLDING AN EVENT ON THE BIG MEADOW, HONEYBOURNE  
ROAD, BIDFORD-ON-AVON**

**A guide and application form**

**WELCOME TO THE BIG MEADOW**

We are delighted you have chosen the Big Meadow, Bidford-on-Avon's 26 acre Riverside recreational area, as the venue for your event, and are here to help you make it a success.

**If you would like to book the Big Meadow for an event, simply fill in the attached Booking Form and return to**

**Mrs E, Uggerloese  
Clerk to Bidford on Avon Parish Council  
30 High Street  
Bidford-on-Avon  
B50 4AA  
or  
email it to [info@bidfordonavon-pc.gov.uk](mailto:info@bidfordonavon-pc.gov.uk)**

**You will be sent an acknowledgement within 5 working days which will advise you either that permission has been granted or give a date when your application will be considered, after which you will be contacted with the final decision.**

## SITES

There are two available sites:

- **Site A**

This is from the entrance to the fence and will continue to be open to members of the public. We, therefore, recommend this site be used for events that involve the local community.

This site is Free of Charge

- **Site B**

The area beyond the fence (excluding the Sports pitches)

- The charge for the use of this site is : **£150 per day**
- The charge may be waived for charity events
- A deposit cheque for an amount of £500 is required to cover any potential damage. This will be destroyed if the site is left tidy.



## APPLICATION FORM

**Name of Applicant**

**Address and Contact details of Applicant. Please also supply an emergency contact number to be used during the event.**

**Event/Performance Title**

**Purpose of Event/Performance**

**Date(s) of Event/Performance**


**Event/Performance description**

**Please state which are you wish to hire**

- Site A
- Site B

**Do you intend to have a bar, serving alcohol on the Big Meadow?**

- Yes
- No

If yes, then a license will be required. You must contact Stratford-on-Avon District Council. A copy of this license will be required before the booking can be confirmed.

**Do you intend to hold an entertainment event (music, film or similar)**

- Yes
- No

If yes, then it will be necessary to provide copy of the required license before the booking can be confirmed

**Have you been refused permission to perform/stage events at this location?**

- Yes
- No

If yes, please give the reason for this refusal.

**A photocopy of your public liability insurance must be attached and included with this form, and must include an Indemnity to Principals Clause**

Your insurers must be aware if fire is used in the performance and if so you must give details of this on a separate sheet and attach to this form

**Risk Assessments must be event specific and completed prior to the event.**

Copy of the event specific risk assessment will be required before the booking can be confirmed

**Has your act/event suffered any accidents/incidents during the last 5 years?**

- Yes
- No

If you have answered Yes, please provide details.

**How long have you been providing a professional act?**

- **Years**

**Do you belong to a professional body?**

- Yes
- No

If you have answered Yes, please advise which one

**The site must be clear of litter after the event. Please provide details of any arrangements made for the collection and disposal of litter.**

A £500 deposit charge is made and will not be returned in the event the site is not left clear of litter.

**All Emergency services must be informed of the event in writing**

[Nick.Fowkes@warwickshire.gov.uk](mailto:Nick.Fowkes@warwickshire.gov.uk)

[Justin.burke-jones@wmas.nhs.uk](mailto:Justin.burke-jones@wmas.nhs.uk)

[Michelle.Maguire@warwickshire.pnn.police.uk](mailto:Michelle.Maguire@warwickshire.pnn.police.uk)

**Event organisers should produce an event plan and supply a copy at least 4 weeks prior to the event.**

Details on event plans can be found in the Home Office Purple Guide.

This should include:

- Summary of the event
- Stewards and their responsibilities
- Traffic Management
- Communications
- Evacuation/contingency plans

**I and my organization have read and understood the attached Conditions of Use and confirm I/we will abide by them.**

**Signed**

**Address**

**Tel. No. Home**

**Tel. No. Office**

**Mobile No.**

**Emergency No. (MUST BE PROVIDED)**

**Email**

**Data Protection Act 1998**

Please tick this box if you give your consent to this event/performance being published on the Internet via the Parish Council's Website

[www.bidfordonavon-pc.gov.uk](http://www.bidfordonavon-pc.gov.uk)

**Signed**

.....  
**Mrs E Uggerloese**  
**Clerk to the Parish Council**

**Date**

**IMPORTANT NOTICE**

Please read the SPECIAL EVENT CONDITIONS OF USE (Pages 9-11)



## **SPECIAL EVENT CONDITIONS OF USE**

- 1.** Organisers must note that a confirmed booking does not negate the need to obtain other Statutory Consents where applicable
- 2.** Insurance – the insurance details on the application form must be satisfactorily completed before the booking can be accepted
- 3.** Inspection of Site - we recommend the organisers inspect the site prior to the event to ensure its suitability; The Parish Council does not warrant nor give assurances that the site is appropriate for your particular type of event.
- 4.** Hours of use – the site is only available for public events between the hours of 9.00 to 24.00 hrs.
- 5.** The organisers shall not interfere with or otherwise alter structurally the nature of the area allocated for their use or any adjacent car parking areas.  
Any damage caused will be repaired and the organisers charged for such works.
- 6.** The organisers shall ensure that the site and all access routes are kept clean and tidy and are left clean and tidy during and after the event.  
The organisers shall ensure that all equipment erected by the organisers is removed after the event
- 7.** Parish Council litter bins shall not be used by the organiser or their assistants to deposit any litter or deleterious matter arising from the event. Litter containers must be provided, emptied and removed by the organiser.
- 8.** The organisers shall disclose all activities within the event and shall notify the Parish Council of any equipment they wish to bring onto the site.
- 9.** The organisers shall ensure that there is no interference with the day to day operation of the Big Meadow and that any access/exit routes are not blocked

- 10.** All parking on the Big Meadow/Monie Meadow must be on the designated areas and shall be subject to normal pay and display conditions as detailed on the notice at the entrance. All vehicles must display a valid ticket or Free Car Park Pass. Organisers, their participators and any guests shall be subject to these conditions
- 11.** The event organisers shall at all times be responsible for public safety
- 12.** All installations and practices shall comply with current health and safety requirements, legislation and appropriate guidelines
- 13.** The event organisers shall safeguard the public whilst on site. Any trailing cables shall be laid flat and be covered with anti trip safety cable covers.
- 14.** Any power generation equipment used shall be silenced to recognized and acceptable levels (and switched off after 23.00 hours)
- 15.** The organisers shall indemnify the Parish Council, its employees and agents against all claims, costs and expenses arising from their use of the Big Meadow.
- 16.** The Organisers are required to take out and provide evidence of public liability insurance of at least £2.5 million and attach a certified copy of the insurance certificate to the application form
- 17.** Any direction signs required in connection with the event shall be kept to a minimum and be provided, erected and dismantled by the organisers
- 18.** Promotional materials such as posters, banners etc. in the village on fences and lampposts must be removed within 5 days of the event. Failure to do so will result in the £500 deposit being forfeited to allow the Parish Council to arrange and pay for their removal.
- 19.** The Parish Council reserves the right to cancel the event at short notice owing to inclement weather and/or unsuitable ground conditions

- 20.** The event organisers shall be responsible for meeting any costs incurred by the Parish Council in connection with the use of the said areas arising from non-compliance with these conditions
- 21.** Access – Organisers may require site access for the event. This will be available from the Parish Council’s Contractor responsible for the Big Meadow.
- 22.** The event organisers must comply with any instruction made by the Parish Council’s Clerk or its Big Meadow Contractor
- 23.** The event organisers must telephone 01789 778653 or 07718628925 at least 14 days prior to the event in order to finalise arrangements
- 24.** Failure to comply with any of these conditions will result in your event being terminated either before or during the event