



HATHERN PARISH COUNCIL – GROUNDS HIRING AGREEMENT FOR COMMUNITY GROUPS

CHECK LIST AND DECLARATION FORM

This document needs to be completed by the Hirer no later than 7 days prior to the start of the Hire Period otherwise access will not be granted to the Council Property.

Council Property to be Hired :

Hire Period (dates)

Event for which Property is to be used :

Name of Hirer:

Address:

If representing an Organisation/Group please state:

Name of Organisation/Group:

	Required?	Completed/Obtained?
Event Insurance (inc. public liability insurance of at least £10 million)		
Temporary Event Notice		
Risk Assessment covering all activities		
Noise Management Plan		
Any Special Requirements (to be specified) :		

I, the Hirer, declare on behalf of both myself and of the organisation/group I represent that those items listed above as required have been duly completed and/or obtained for the event listed above and that I have received guidance as per the USE OF HATHERN PARISH COUNCIL PROPERTIES FOR 3RD PARTY EVENTS information leaflet supplied by Hathern Parish Council.

Signed **Dated**

Received and checked by Hathern Parish Council

Signed..... **Dated.....**

Clerk to Hathern Parish Council