

Dittisham Parish Council

Use of The Ham: A guide



Version dated 30 April 2026

Use of The Ham: A Guide

The Ham is large green area in the village of Dittisham, surrounded by trees, and with a fantastic view of the Dart.

Residents and visitors alike enjoy to walk (with and without dogs), to sit on the benches and take in the view, to have a picnic, to let the kids play in the playground. There is a car park owned and run by the Parish Council with all profits going back in to help pay for community projects such as maintaining and improving The Ham. There is also a toilet block.

Because of its location, the Parish Council receives enquiries from people interested in hiring The Ham for events. This is permitted subject to the Parish Council's 'Use of the Ham' policy.

The Parish Council has put together this document as a guide to anyone interested in hiring The Ham.



Picture

Contents

On the following pages you'll be able to find:

- 1. Information for Potential Hirers of the Ham** This provides a short summary overview of where The Ham is located, what facilities it has, what events it is suitable for and what activities would not be permitted. There is also some information about circumstances in which vehicles could be allowed onto The Ham.
- 2. The Use of The Ham Policy** This lays out what is permitted and how the Parish Council makes decisions on applications, including fees and charges.
- 3. The Ham Hire Application Form** This provides guidance on the Application Form that should be filled out and submitted by anyone wishing to hire The Ham.
- 4. Ham Hire Terms and Conditions** Agreement to these is a requirement of hire.
- 5. The Ham Map – Plan A** All hire requests must submit a layout plan with your Ham Hire Application Form.
- 6. Risk Assessments** All applications must submit a risk assessment. Guidance and a standard template is provided.

1: Information for potential hirers of The Ham

Dittisham Parish Council owns and maintains The Ham and the Ham Car Park on behalf of the Parish of Dittisham. It is the sole authority to grant or deny permission for any activity held on The Ham. Organisations or individuals seeking to use The Ham must obtain such permission stating the purpose and type of activity The Ham is requested to be used for.

An Application Form and Terms and Conditions of Hire document are included with this Information Sheet to assist you in assessing the suitability of The Ham for your proposed event.

Should you wish to proceed with a Hiring, please complete the Form and return it to the Parish Clerk whose address and Email contact details are included on the Application Form.

Location and Size

The Ham is approximately 2.35 Acres in size and can therefore accommodate events large and small. A diagram is included to indicate its location within the Village and its shape.

A Pay & Display Car Park holding up to 30 vehicles is located adjacent to The Ham. Charges will apply to each vehicle using the Car Park. With prior agreement, it is possible to reserve a limited number of spaces for your event.

The Ham will normally be hired in part only, the area for the event being designated by the Parish Council prior to the event taking place and following discussion with the event organiser.

Suitable Events

The Ham space is ideal for many events both Private and Commercial, including:

- Wedding Receptions
- Birthday Parties
- Charity Fund Raisers
- Village Days
- Sports Activities

As the land is owned by the Parish Council, Political Rallies will not be permitted. Due to the proximity of the Ham to residential properties, events that would generate high levels noise such as a Music Festival also will not be granted permission.

For other events where Music will be played, live or recorded, we ask that volume levels are kept at a reasonable level due to the Ham's proximity to Residential property. All playing of music must cease at midnight.

Marquees, gazebos, stalls, small bouncy castles etc. are acceptable for erection on The Ham and subject to adequate Insurance, prior Risk Assessment and Adult Supervision during an event.

It is NOT permitted to light fires, bonfires or use low-level barbeques on The Ham. Suitable precautions must be taken to protect the grass surfaces from heat should high level Barbeques, pig roasts or other cooking devices be used. The Event Organiser will be expected to pay for any damage caused through their use.

Note that the Parish Council cannot accept any responsibility

for property or equipment associated with the event (marquees, generators etc.) so we require the Event Organiser to take out suitable insurance against loss, damage and third party liability.

Facilities

Potential Hirers should be aware that there are limited facilities available on The Ham.

There is a Public Toilet with a male WC (one toilet and two urinals) & a female WC (one toilet), and one unisex disabled access toilet. For larger events the hire of Portaloos is recommended.

Note that the Public Toilet is the only source of fresh water on The Ham. There is no outside water tap on the Ham.

There is no power available on The Ham so any event requiring electricity will need a generator, to be provided by the Event Organiser.

Organisers are responsible for the disposal of rubbish after an event. There are no local facilities so all rubbish must be taken away and disposed of responsibly.

Vehicles on The Ham

Subject to weather conditions and prior permission, certain vehicles may be allowed onto The Ham during an event – St Johns Ambulance, Ice-cream vans or other catering vehicles for example - but please note that after extended wet weather, this may not be possible due to parts of the ground becoming waterlogged. There is sufficient hard-standing in the car park alongside The Ham for this not to be an issue in most cases.

Vehicles will also be allowed onto the Ham for unloading and loading during event set-up and tear-down, again, subject to weather and ground conditions.

Vehicle access to, and vehicle movement across The Ham (except for the car park) is not permitted during the event.

Any other questions?

If we have not answered all of your questions here, please don't hesitate to contact the Parish Clerk who will be happy to help.

2: Use of The Ham Policy

1. General

- a) The Ham can be booked for overnight stays in the car park/ camping and for events subject to this Policy.
- b) No 'in principle' agreement to hire will be given.
- c) At the discretion of DPC, dates may be reserved for a reasonable time whilst applications are completed and decided upon.
- d) The Use of The Ham Policy may be subject to change.

2. Area For Use

- a) Area available for use is shown on Plan A.
- b) The Ham Hire Application will specify the location and size of marquee, all other installations, and total area of the Event.
- c) The area made available accommodates a maximum marquee size 12x24 metres.
- d) Camping shall not take up more than 10% of the event.

- e) A 10-metre wide zone along the river front shall be kept clear for Public Access.

3. Event Types

- a) Community events - for example, Regatta day or a 'village day', parish groups
- b) Non - Commercial Residents' events
 - i) Weddings
 - ii) Other private events
- c) Other Non-Commercial Events – eg Blackawton Primary School, non-parish charity
- d) Commercial Events

4. Pricing

- a) Community Events – no charge, on the basis that no damage or loss occurs as a result of the event.
- b) Residents' events – Non Commercial
 - i) Charges are applied every day the use of The Ham is restricted by the event – therefore set up and tear down days are charged for.
 - ii) £250 per day.
- c) Other Non-Commercial Events – eg Blackawton Primary School, non-parish charity -

- case by case basis
- d) Commercial events - case by case basis
- e) Payment Terms – 30 days of DPC providing a signed agreement. Failure to pay results in cancellation of booking.
- f) Cancellation Fees
 - i) Fees are non refundable if cancelled within 28 days of event
 - ii) Cancellations must be in writing to the email address shown on the Hire Agreement.
 - iii) No refunds will be made in the event of interruption or cancellation by the Hirer after commencement of the Hire.

5. Damage deposit

- a) At the discretion of DPC and having regard to the event type, a damage deposit may be required.
- b) Damage deposits are refundable subject to all hire Terms & Conditions being met.
- c) An amount may be retained if The Ham or its Fixtures and Fittings are damaged as a result of the event taking place.

- d) If the necessary damage reparations exceed the value of the retained deposit, further charges may be made to the hirer.

6. Frequency of hire event

- a) Five events per year.
- b) Minimum period 19 days in between event i.e. two free weekends between events.
- c) No event will use The Ham for more than five consecutive days in total (set up and take down must be included in these days).

7. Decision Criteria

- a) The Ham was donated to the Parish specifically for the benefit of Parishioners and the Parish.
- b) All requests for the use of The Ham will be considered alongside the spirit of the Covenant in the Title. The Covenant reads: “to permit The Ham to be appropriated and used for the maintenance and improvement of the physical well being of persons resident in the Parish of Dittisham aforesaid by the provision of facilities of physical training and recreation”.
- c) **General**
 - i) Specific approval from DPC is required for all overnight stays in the car park, camping on The Ham, and all planned events.
 - ii) **WEDDINGS**
 1. Wedding bookings are available if one of the people getting married is a resident or the son/daughter of a resident.
 2. Wedding bookings will be considered if the person being married has a strong connection to the Parish.

- iii) The deciding factor will be the type of Event - not the Event organiser. For example – a commercial event booked by a parish resident is still a commercial event.

g) Camping

- i) The default position is that overnight parking and use of a vehicle as accommodation overnight is not permitted.
- ii) Permission may be considered if:
 - o The person making the request has a strong connection to the Parish; or
 - o There is a benefit to the Parish; or
 - o The camping is associated with a community event in the Parish. (For example the South West Gaffers to Regatta); or
 - o The camping is associated with a commercial event which is generating significant revenue for the benefit of the Parish.
- iii) Any approval will specify the area which can be used and the number of tents permitted.

8. Insurance

- a) As standard an Insurance Certificate demonstrating Public Liability Insurance for all aspects of the event, with a minimum limit of indemnity of £5 million is required for all bookings.

9. Balloons & Chinese Lanterns

- a) The release of balloons, Chinese Lanterns or similar is NOT permitted.

10. Oversight

- a) DPC will monitor the overall impact of all approvals.
- b) The Clerk is required to keep a record of request to hire The Ham, DPC’s decision, the reason for DPC’s decision and a post Event debrief.

11. Event Specific Terms & Conditions

- a) DPC will consider each event on a case by case basis and may require Event specific conditions.

PICTURE

3: The Ham Hire Application Form

WIP: There will be call out boxes on these pictures of the form to help guide people to relevant information to help complete it.

Application to Hire The Ham				
<i>Please complete all applicable fields</i>				
1. Hirer				
a) Organisation				
b) Authorised representative				
Or				
c) Private individual				
d) Address				
e) Telephone	Home:			
	Work:			
	Mobile:			
f) Email				
g) Preferred method of contact				
2. Event details				
a) Type of Event (please circle)	Community	Non-Commercial Resident	Non-Commercial Other	Commercial
b) Further details				
c) Area Hired	<i>Please submit a completed Site Layout (Plan A). The Plan must specify location and size of all marquees, tents, any other placements, within the total area specified by DPC for Events based on the approved scaled plan</i>			
d) Expected Numbers				
e) When will attendees arrive?				
f) When will attendees depart?				
g) Entry/Ticket fee				
h) Will products be sold at the event? Please give details				
i) Parking Requirements:	<i>Any hire of the car park is not an exclusive guaranteed use - however DPC will make its best effort to ensure any reserved spaces are available for the Event</i>			
j) Number of vehicles associated with the event.				
k) Types of vehicles				
l) How will parking and safety be managed?				

	<i>Traffic management of the event is the responsibility of the event organiser.</i>		
m) Broadcasting or amplifying equipment:			
n) Other Requirements:			
o) Period of Hire:	Start:		
	End:		
	<i>Must include set up/set down time.</i>		
	<i>A fee is charged for all days with an impact on The Ham.</i>		
p) Is there a benefit to the Parish?			
q) How many people benefit?			
r) Does the event support public health and wellbeing? How?			
s) What will be done to make the event sustainable?			
t) Other benefits			
3. Documents to provide with the booking request:			
<input type="checkbox"/> This application form	<input type="checkbox"/> Site Layout Plan	<input type="checkbox"/> Risk Assessment.	<input type="checkbox"/> Waste Management Plan
<input type="checkbox"/> Insurance Certificate demonstrating Public Liability Insurance for all aspects of the event, with a minimum limit of indemnity of £5 million, required at least 30 working days prior to the event. The booking is conditional on the demonstration of adequate public liability insurance unless otherwise agreed in writing with DPC.			
4. Terms and Conditions			
a) The hirer agrees to observe and perform the provisions and stipulations contained or referred to in the attached 'Terms and Conditions for Hirers' for the time being in force and displayed as required (an understanding of which the HIRER acknowledges) together with any special conditions imposed.			
b) Hirer to set up / set down as agreed.			
c) Hirer wholly accepts full and unequivocal liability for any bouncy castle or similar activity on the Council's land.			
d) Bookings are conditional on receipt of payment within 30 days of DPC providing a signed copy of the hire agreement and an Invoice.			
e) If land / premises booked for an event are not left as they were found, then the Council reserves the right to carry out remedial works at its own cost and recover these costs from the event organiser.			
f) Under the Licensing Act 2003 various types of event require specific licensing to be in place – under what is called a Temporary Events Notice (TEN). Organisers are responsible for making sure that all necessary notices are obtained and that no illegal event takes place on the land. The event organizer is required to provide a copy of the TEN to DPC not less than 30 days before the event.			
g) Data Protection: The hirer consents to the information provided in relation to an event booking being held by the Council and used for purposes related to the hiring event. The Council may share the information as necessary to consider and manage the hire, for example with other organisations, including but not exclusively DPC's insurer and Devon Air Ambulance.'			

5. Hire Agreement	
Hire Fee	£
Damage deposit	£
Terms	30 days of DPC providing a signed agreement and Invoice. Failure to pay results in cancellation of booking.
AS WITNESS the hands of the parties hereto:	
Signed on behalf of Dittisham Parish Council:	
Print name:	
Signed on behalf of the hirer:	
Print name:	
<i>A separate invoice will be issued by Dittisham Parish Council</i>	

4. Ham Hire Terms and Conditions

Dittisham Parish Council owns and maintains The Ham and the Ham Car Park on behalf of the Parish of Dittisham. It is the sole authority to grant or deny permission for any activity held on The Ham. Organisations or individuals seeking to use The Ham must obtain such permission stating the purpose and type of activity The Ham is requested to be used for.

The Parish Council reserves the right as owners of The Ham to add, remove or modify the following Terms and Conditions at any time. It also maintains discretionary powers to intervene at any time prior to or during an event in order to control event proceedings or cause the event to cease or be postponed.

The Ham will normally be hired in part only, the area for the event being designated by the Parish Council prior to the event taking place.

These Standard Conditions apply to all hiring of The Ham. If the Hirer is in any doubt as to the meaning of the following, the Parish Clerk should immediately be consulted.

1. Age and Responsibility

The Hirer, not being a person under 21 years of age, hereby accepts responsibility for being in charge of the activity and on The Ham at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of The Ham are met.

2. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of The Ham, its care, safety from damage however slight or change of any sort; and the behaviour of all persons using The Ham whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the Car Park and the lane (Ham Lane) leading

to the Car Park and ensure reasonable public access to both the Ham and the Ham Car Park is maintained during the event. As directed by the Parish Clerk, the Hirer shall make good or pay for all damage (including accidental damage) to The Ham or to the fixtures and fittings thereon.

3. Use of The Ham

The Hirer shall not use The Ham for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use The Ham or allow The Ham to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto The Ham anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

4. Vehicles

Private and commercial vehicles shall not be allowed onto The Ham at any time except when used for transporting equipment

and materials for an event or unless they are an integral part of the event. Additionally, access will only be permitted if surface conditions on The Ham are considered suitable at the time. All vehicles shall be removed from The Ham immediately they have offloaded or loaded their equipment and/or materials.

4. Gaming, betting and lotteries

The Hirer shall ensure that nothing is done on or in relation to The Ham in contravention of the law relating to gaming, betting and lotteries.

5. Licensable activities

The Hirer shall ensure that a relevant Performing Rights Society Licence permitting the use of copyright music or plays in any form, e.g. record, compact disc, tapes, radio, television or by performers in person is in place if this type of activity will be engaged in during the hire period.

6. Public safety compliance

The Hirer shall comply with all conditions and regulations made in respect of The Ham by the Local Authority, the Licensing Authority, the event Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

7. Means of escape

All means of exit from The Ham must be kept free from obstruction and immediately available for instant free public exit.

8. Health and hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat must be refrigerated and stored in compliance with the Food Temperature Regulations.

9. Powered appliance safety

The Hirer shall ensure that any electrical or other powered appliances brought by them to The Ham and used there shall be safe, in good working order, and used in a safe manner, in the case of electrical appliances these must be used in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer **must** make use of it in the interests of public safety.

10. Insurance and indemnity

- (a) The Hirer shall be liable for:
 - (i) the cost of repair of any damage (including accidental and malicious damage) done to any part of The Ham including the fixtures and fittings
 - (ii) all claims, losses, damages and costs made against or incurred by the Parish Council, its employees, volunteers, agents or invitees in respect of damage or loss of property or injury to

- persons arising as a result of the use of The Ham (including the storage of equipment) by the Hirer, and
- (iii) all claims, losses, damages and costs made against or incurred by the Parish Council, its employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of The Ham by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the Parish Council and its employees, volunteers, agents and invitees against such liabilities.
- (b) The Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Parish Clerk no later than 30 working days prior to the event. Failure to produce such policy and evidence of cover will render the hiring

void and enable the Parish Clerk to rehire The Ham to another hirer.

The Parish Council is insured against any claims arising out of its **own** negligence.

11. Accidents and dangerous occurrences

The Hirer must report all accidents involving injury to the public to the Parish Clerk **as soon as possible**. Any failure of equipment belonging to the Parish Council or brought in by the Hirer must also be reported to the Parish Clerk **as soon as possible**

12. Explosives and flammable substances

The hirer shall ensure that highly flammable substances are not brought onto, or used on any part of The Ham.

13. Drunk and disorderly behaviour and supply of illegal drugs

The Hirer shall ensure that in order to avoid disturbing neighbours to The Ham and to avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on The Ham or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the legal age for service of alcohol. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave The Ham. No illegal drugs may be brought onto The Ham.

14. Compliance with the Children Act 1989

The Hirer shall ensure that any activities for children comply with the provisions of The Children Act of 1989 or its amendment and that only fit and proper persons who

have passed the appropriate Disclosure and Barring Service checks and, other checks which might be required by the government at the time. The Hirer shall provide the Parish Clerk with a copy of their checks and Child Protection Policy on request.

15. Fly posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at The Ham, and shall indemnify and keep indemnified each member of the Parish Council accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

16. Sale of goods

The Hirer shall, if selling goods on The Ham, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of

all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

15. Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Parish Clerk is unable to conclude a replacement booking, any repayment of the fee shall be in accordance with the provisions of the document entitled "Fee Schedule for Hire of The Ham". The Parish Council reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) the Parish Council reasonably considering that
 - (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at The Ham as a result of this hiring
- (b) The Ham becoming unfit for the use intended by the Hirer

- (c) a disaster requiring use of The Ham for Emergency purposes.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Parish Council shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

16. End of hire

The Hirer shall be responsible for leaving The Ham and surrounding area in a clean and tidy condition, properly secured unless directed otherwise. In case of non-compliance, the Parish Council shall be at liberty to withhold all or a part of the Damage Deposit and Hiring Fee or make an additional charge for the purpose of rectification.

17. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of noise limitation devices and comply with any other licensing conditions.

Music

In particular, music must be controlled at a reasonable noise level at all time during the event and no music, live or recorded shall be played after 11PM without express permission of Dittisham Parish Council.

Fireworks

The letting off of fireworks must have prior permission from Dittisham Parish Council and shall not be let off after 11PM unless specifically authorised by the Council. Firework displays must have full insurance cover verified by the Parish Clerk at least 14 days prior to the event and public notification of the display and its timing must be posted by the event organiser, at the organisers expense, at least 7 days prior to the event taking place. There are

Notice Boards in the Ham Car Park and on The Level opposite the Red Lion public house.

Contact the Parish Clerk for access. In addition, the Parish Council requests that information slips should be posted in the mailboxes of the properties on the following roads:

- Riverside Road
- Ham Lane
- The Level
- Rectory Lane
- Manor Street
- The Lane

18. Stored equipment

The Parish Council accepts no responsibility for any stored equipment or other property brought on to or left at The Ham, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The Parish Council may use its discretion in any of the following

circumstances:

- (a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended
- (b) Failure by the Hirer to dispose of any property brought on to The Ham for the purposes of the hiring.

This may result in the Parish Council disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charging to the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

19. No alterations

No alterations or additions may be made to The Ham nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of The Ham without the prior written approval of the Parish Clerk. Any alteration, fixture or fitting or attachment so approved shall become the property of the Parish Council unless removed by the

hirer who must make good to the satisfaction of the Parish Council any damage caused to the premises by such removal.

20. No rights

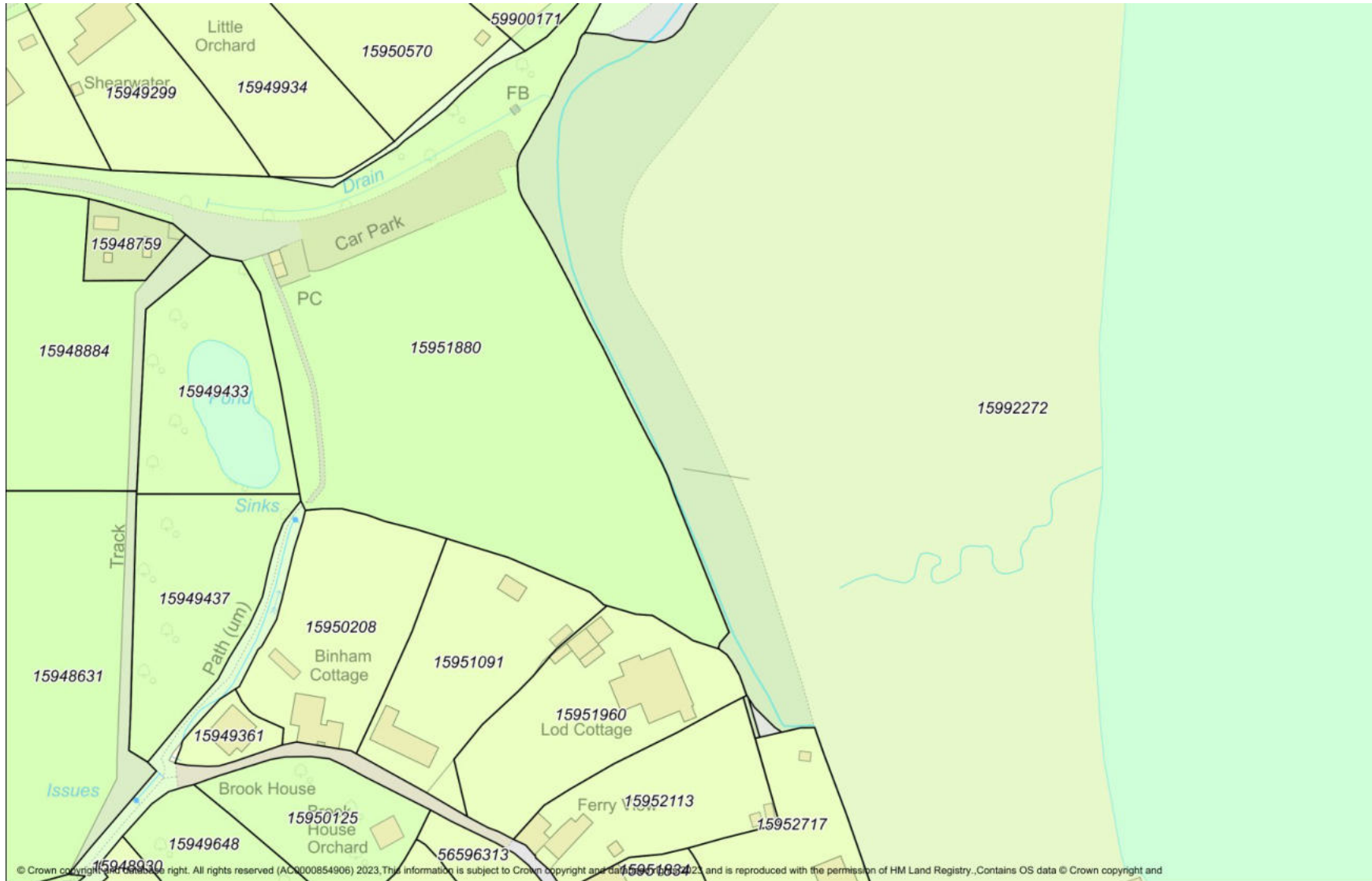
The Hiring Agreement constitutes permission only to use The Ham and confers no tenancy or other right of occupation on the Hirer.

21. Dangerous and unsuitable performances

Performances involving danger to the public or of a sexually explicit nature shall not be given. These Standard Conditions together with any Special Conditions imposed by the Parish Council and defined on the Ham Hire Agreement or any other terms and conditions that the Parish Council may from time to time deem necessary shall form part of the terms of the Ham Hire Agreement unless specifically excluded by agreement in writing between the Parish Council and the Hirer.

6. The Ham Map

All hire requests are expected to submit a layout plan with your 'Ham Hire Agreement' form. If you don't have the ability to do this digitally, you can print out the map and draw your layout plan on it, take a picture and send it along with your application.



6. Risk Assessment

Intro to Risk Assessment i.e. some people have a lot of experience writing these and others don't know where to start.

Introduce who might be at risk. Why it's important and why it matters to the Parish Council.

Copy of Risk assessment – template.

Simplify wording on Risk Assessment template.

Put some suggested examples in bullet point form

Things to think about:

Site Terrain (Slips, Trips, Falls)

Bullet point of SIMPLE measures you might put in place.

Safely moving vehicles

Bullet point of SIMPLE measures you might put in place.

Risk of drowning in the river

Bullet point of SIMPLE measures you might put in place.

Emergency Access

Bullet point of SIMPLE measures you might put in place.

Fire risk

Bullet point of SIMPLE measures you might put in place.

First aid etc

Bullet point of SIMPLE measures you might put in place.

Application to Hire The Ham

Please complete all applicable fields

1. Hirer

a) Organisation	
b) Authorised representative	

Or

c) Private individual	
d) Address	
e) Telephone	Home: Work: Mobile:
f) Email	
g) Preferred method of contact	

2. Event details

a) Type of Event (please circle)	Community	Non-Commercial Resident	Non-Commercial Other	Commercial
b) Further details				
c) Area Hired	<i>Please submit a completed Site Layout (Plan A). The Plan must specify location and size of all marquees, tents, any other placements, within the total area specified by DPC for Events based on the approved scaled plan</i>			
d) Expected Numbers				
e) When will attendees arrive?				
f) When will attendees depart?				
g) Entry/Ticket fee				
h) Will products be sold at the event? Please give details				
i) Parking Requirements:	<i>Any hire of the car park is not an exclusive guaranteed use - however DPC will make its best effort to ensure any reserved spaces are available for the Event</i>			
j) Number of vehicles associated with the event.				
k) Types of vehicles				
l) How will parking and safety be managed?	<i>Traffic management of the event is the responsibility of the</i>			

	<i>event organiser.</i>		
m) Broadcasting or amplifying equipment:			
n) Other Requirements:			
o) Period of Hire:	Start:		
	End:		
	<i>Must include set up/set down time. A fee is charged for all days with an impact on The Ham.</i>		
p) Is there a benefit to the Parish?			
q) How many people benefit?			
r) Does the event support public health and wellbeing? How?			
s) What will be done to make the event sustainable?			
t) Other benefits			
3. Documents to provide with the booking request:			
<input type="checkbox"/> This application form	<input type="checkbox"/> Site Layout Plan	<input type="checkbox"/> Risk Assessment.	<input type="checkbox"/> Waste Management Plan
<input type="checkbox"/> Insurance Certificate demonstrating Public Liability Insurance for all aspects of the event, with a minimum limit of indemnity of £5 million, required at least 30 working days prior to the event. The booking is conditional on the demonstration of adequate public liability insurance unless otherwise agreed in writing with DPC.			
4. Terms and Conditions			
<p>a) The hirer agrees to observe and perform the provisions and stipulations contained or referred to in the attached 'Terms and Conditions for Hirers' for the time being in force and displayed as required (an understanding of which the HIRER acknowledges) together with any special conditions imposed.</p> <p>b) Hirer to set up / set down as agreed.</p> <p>c) Hirer wholly accepts full and unequivocal liability for any bouncy castle or similar activity on the Council's land.</p> <p>d) Bookings are conditional on receipt of payment within 30 days of DPC providing a signed copy of the hire agreement and an Invoice.</p> <p>e) If land / premises booked for an event are not left as they were found, then the Council reserves the right to carry out remedial works at its own cost and recover these costs from the event organiser.</p> <p>f) Under the Licensing Act 2003 various types of event require specific licensing to be in place – under what is called a Temporary Events Notice (TEN). Organisers are responsible for making sure that all necessary notices are obtained and that no illegal event takes place on the land. The event organizer is required to provide a copy of the TEN to DPC not less than 30 days before the event.</p> <p>g) Data Protection: The hirer consents to the information provided in relation to an event booking being held by the Council and used for purposes related to the hiring event. The Council may share the information as necessary to consider and manage the hire, for example with other organisations, including but not exclusively DPC's insurer and Devon Air Ambulance.'</p>			
5. Hire Agreement			

Hire Fee	£
Damage deposit	£
Terms	30 days of DPC providing a signed agreement and Invoice. Failure to pay results in cancellation of booking.
AS WITNESS the hands of the parties hereto:	
Signed on behalf of Dittisham Parish Council:	
Print name:	
Signed on behalf of the hirer:	
Print name:	
<i>A separate invoice will be issued by Dittisham Parish Council</i>	