

The Esplanade Booking Form

Terms & Conditions

1. Your organisation is to indemnify Watchet Town Council against all/any claims for damage and/or injury etc that may be caused as a result of the use of the site
2. The site is to be left in a clean and tidy condition and any damaged surface areas to be restored to the satisfaction of Watchet Town Council
3. Public access to the land is to be maintained
4. Unfettered access must be maintained for all properties with access rights, and all emergency vehicles, and in particular the free movement of the coastguard vehicles must be maintained between each and all access points at Harbour Road, Swain Street, Esplanade Lane to Watchet Coastguard station
5. To ensure that your organisation has sufficient first aid arrangements set in place and that the event is fully marshalled from start to finish
6. Any appropriate byelaws are adhered to
7. Complete and return of the Risk Assessment Form *
8. *Subject to the approval of the Recreation & Tourism Committee which meets once a month. Please submit the signed booking form and signed risk assessment form to the office as soon as possible to ensure they are received in good time for this meeting
9. Gazebos are to be erected by trained, authorised persons only. If you are unsure, please contact the Council.

Organisation	
Contact Name	
Contact Address	
Contact Tel No	
Email Address	

Date of Event	Brief Description of Event	Time of Event	
		Start	End

Is your organisation covered by Public Liability Insurance to cover any damage to the Esplanade?	YES	NO
If 'YES' Watchet Town Council must receive a copy of your Insurance Policy before any booking is allowed to commence		
If 'NO' your organisation is to indemnify Watchet Town Council against all/any claims for damage and/or injury etc that may be caused as a result of the use of the site Please sign here: _____ Date: _____		

Does this event require a TEN Licence? (see attached information sheet)	YES	NO
If 'YES' How many days do you need the Licence for?		
Have you been granted a TEN Licence?	YES	NO
If 'YES' Watchet Town Council must receive a copy of your TEN Licence before any booking is allowed to commence		
If 'NO' have you applied for a TEN Licence	YES	NO

Continue on next page

Will you or any other persons associated with your event be selling or handling food?	YES	NO
If 'YES' please complete a Somerset West & Taunton Food Safety Questionnaire (available from the office) and submit with your booking form		

Will you require use of the Watchet Town Council Electricity Supply?	YES	NO
If 'YES' please contact the Council office for a copy of the Health & Safety Electrical Procedure and access to the power cables/leads (use of this service will incur a refundable deposit of £50.00)		

Will you require hire of the Watchet Town Council gazebos?	YES	NO
If 'YES' who shall be erecting the gazebos? (see Terms & Conditions item 9 for more information)		
Watchet Town Council has the following Gazebos available for hire:	How Many?	Total Charge
3x Hexagonal Gazebos @ £10.00 each		
16 x Square Gazebos @ £7.50 each		
Refundable Deposit @ £50.00 per Gazebo (required before hire is approved)		
TOTAL		

Signature of Applicant:	Date:
By signing this booking form I give my consent for the details that I have provided to be stored physically and digitally and to be used by the Officers, Members and agents of Watchet Town Council for the purposes of providing this service. The Council's General Privacy Notice confirms how we handle personal data and can be requested from the Council office or the Council's webpage www.watchettowncouncil.org	

**PLEASE RETURN THIS FORM TOGETHER WITH THE SIGNED RISK ASSESSMENT TO THE
WATCHET TOWN COUNCIL OFFICE**

FOR OFFICE USE ONLY		
Documents received:		
<input type="checkbox"/> Signed Risk Assessment		
<input type="checkbox"/> Public Liability Certificate		
<input type="checkbox"/> Completed and signed SW&T Food Safety Questionnaire (if applicable)		
<input type="checkbox"/> Copy of TENs Licence (if applicable)		
Finance:		
<input type="checkbox"/> Gazebo hire deposit paid	Date paid.....	Date returned.....
<input type="checkbox"/> Gazebo hire invoice paid in full	Inv. No.....	Date Paid.....
Authorised by the Town Clerk or Designated Officer		
Signed:	Date:	