



East Cambridgeshire
District Council

Use of council owned/managed land

Please complete and submit this form at least 3 months in advance of the event. The council reserves the right not to consider bookings received less than 2 months before the event. If the expected attendance is over 400 please complete and submit the SAG Event Notification form not this one.

Applicant details

Please provide the contact details of the event organiser.

Name of event organiser

Name of organisation

Address

Email

Telephone

Please also provide the contact details for a venue you have held an event at previously as we may contact them.

Event details

What type of event will it be? For example engagement, conference, meeting, consultation and so forth.

Date of event

How will the event be advertised?

If applicable, please provide the name and contact details of the main speaker and any additional speakers (including the group or organisation they represent).

Proposed location of event

Please note

If hiring Palace Green or Ely Park (Cherry Hill), you must obtain permission from the Dean and Chapter and the Bursar at Kings School before proceeding. Please contact the [Events Manager](#) at Ely Cathedral and ask for the permission of the Dean and Chapter, to the event being held.

In addition, please contact [the Bursar](#) at The Kings School, Bishop's Palace, Palace Green, Ely, Cambs, CB7 4EW, informing them that you will be holding the event as they are tenants of Palace Green and need to use the emergency access.

Access to site required

Start time

Finish time

Event open to the public

Start time

Finish time

Please give details of event (please specify all components, stalls, games and so forth)

What is the expected attendance of the event?

Please provide the contact details of the person responsible for health and safety (this should not be the main event organiser).

Name

Address

Email

Telephone

Music

Will the event involve any type of music and/or dancing?

Yes

No

If yes, please specify type and duration

Fundraising

Is it a fundraising event?

Yes

No

If yes, please specify to whom the funds will be donated

Admission

If not a charitable/non profit-making event please confirm if the use is for a commercial purpose, that is, are you charging an admission fee?

Yes

No

How is attendance arranged?

Invite only

Open invite

Open invite (attendees book)

Public toilets

Details of public toilet opening times can be found on [our website](#). Please note there will be a charge of £20 plus VAT per additional hour of opening.

If required, please specify which public toilet/toilets you would like to open early/late

Opening time

Closing time

Stalls

Food and drink (please give details)

Other products (please give details)

Please note

ECDC are focused on creating a thriving hub for the community by supporting the City Centre and delivering a successful regular market and any events on ECDC land should not detract from this. If you wish to include stalls at your event, please consult Ely Markets at markets@eastcambs.gov.uk before submitting this form.

You will need to contact the ECDC Licensing Officer at licensing@eastcambs.gov.uk or call 01353 665555 if:

- you wish to sell alcohol, you may require a [Temporary Event Notice](#)
- there will be stalls present selling products, you may need a [street trading event permit](#)

You will need to contact the ECDC at 'foodsafety@eastcambs.gov.uk' or call 01353 665555 if food or drink is to be served, please provide a list of all food vendors and/or drinkstands, to include names, addresses and contact numbers, at least 8 weeks before the event.

Any other requirements

The hirer is responsible for making any additional arrangements in liaison with appropriate persons/organizations.

For access to electricity (Jubilee Gardens only), please email facilities@eastcambs.gov.uk.

For extra bins and/or rubbish collections, this will incur a charge.

Please email waste@eastcambs.gov.uk to request a quote, as prices will vary depending on the number of bins and other factors.

Checklist and declaration

Please ensure you have attached the following:

Health and Safety Risk Assessment

Site Layout Plan

Copy of Public Liability Insurance in the minimum sum of £5m (or forward on)

Confirmations from Ely Cathedral and Ely Kings School, if using Palace Green or Ely Park (Cherry Hill)

If you do not currently have all of the above documents, please forward to events@eastcambs.gov.uk as soon as possible.

Please note that the booking is conditional on the hirer obtaining all the necessary licenses and if these are not obtained before the event, the council reserves the right to refuse permission to use the premises.

By completing and submitting this form, I agree on my behalf and on behalf of the organisation above to comply with and be bound by the [Conditions of Hire](#).

Signed

Dated

End of document.