



COUNCIL OF THE ISLES OF SCILLY

Use of Open Space Application 2023/2024

This form should be completed by anyone who would like to apply for permission to hire Holgate's Green, The Park (The Parade) or the Garrison Field. Please return the completed form to environment@scilly.gov.uk, or in hard copy to the Library, Porthcressa. You will receive confirmation within **10 working days** of your application. Please retain a copy for your records.

Please note that this application can take up to 2 months to process if a highway closure is required or 3 months if this is a large event.

DETAILS OF APPLICANT		COMPANY/ORGANISATION DETAILS	
Name:		Contact Name:	
Address:		Address:	
Postcode:		Postcode:	
Telephone No. (daytime):		Telephone No. (daytime):	
Email Address:		Email Address:	
Location Details		Hire Time Details	
Holgate's Green:	☐	Start Date :	
The Park :	☐	Start Time:	
The Garrison Field:	☐	Finish Date:	
Other (please detail):		Finish Time:	
Do you require sole use of the space:			

Location	Do you Require Water or Electricity
Holgates Green	Electricity ☐ Water ☐
The Park	Electricity ☐

Please note: if you require electricity on Holgates Green you will need to arrange for an electrician to connect and disconnect you.
If you require access to water, South West Water will need to check the water supply up to 3 weeks in advance of your event.



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Hire Details

Please give a brief description of the intended use of the Open Space:

A. Event Name:

B. Event Type: Commercial ☐ Not for Profit ☐
 Registered Charity ☐ Unregistered Charity ☐

C. Will all income raised go to charity concerned?

D. Charity Number:

E. Will there be media interest?

If **YES** on what scale?

Please give a brief description on the event/activities taking place?



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Fees & Charges:

Applications should be submitted at least **10 working days** before hire commencement date.

Description	Holgate's Green	The Park	The Garrison Field
Hire of per day	£185.87	£136.09	£137.45
Hire of per day (Charity & Community Group)	£92.94	£68.60	£68.74
Hire of per half day	£92.94	£68.60	£68.74
Hire of per half day (Charity & Community Group)	£46.46	£34.30	£35.41
Display of signage or decorations (including lights)	£0.00	£0.00	£0.00
Individual stall holder per day	£22.14	£22.14	£22.14
Individual stall holder per half day	£11.05	£11.05	£11.05

Please note that the fee will only be taken if the works are approved.
Do not pay before your application has been approved.

Application Checklist:

The following **must be submitted** with this application:

	Included	Office Use
Public Liability Insurance Certificate:		
Risk Assessment		
Events Application (If required)		
Road Closure Application (if required)		



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Hiring an Open Space Application 2023/24

Terms and Conditions

- The applicant must make formal contact with the following agencies to ensure the work does not impede their access, a copy of which must be sent to the infrastructure department. **Police, Fire Brigade, Ambulance Service, H M Coastguard, Road Carrier Services and Waste Management Services.** Where this agreement cannot be reached the Council will assist to find a solution but will be under no obligation to provide alternative arrangements.
- This permission shall be granted for a specified period. During this period the applicant is responsible for the health and wellbeing of all those on the premises, including when using equipment hired from the Council of the Isles of Scilly
- This permission shall be granted for a specified period and at the end of that period all items and litter shall be removed from the open space and the site thereof left in a clean and tidy condition. Any damage to the open space during that period shall be repaired to the satisfaction of the Senior Manager for Infrastructure & Planning or their representative.
- The release and use of balloons, sky lanterns and non-biodegradable streamers is prohibited on Council land as per the Council's policy passed in September 2018. A copy of this can be supplied upon request.

Signature:

Date:

Declaration: I confirm that the information provided by me on this form is correct. I have read the Terms & Conditions for the hiring an open space and agree to be bound by them. I give consent for the processing of my data.

Data Protection: The information you provide on any Infrastructure Service form is private and confidential for more information on how your information is protected please visit us on scilly.gov.uk/ or contact us on 01720424450 or environment@scilly.gov.uk