



# COUNCIL OF THE ISLES OF SCILLY

## Hire of Council Open Space Application 2024/2025

This form should be completed by anyone who would like to apply for permission to hire Holgate's Green, The Park (The Parade), Garrison Field or Porthcressa (includes gardens, bank and beach) for an event. Please return the completed form to [environment@scilly.gov.uk](mailto:environment@scilly.gov.uk), or in hard copy to the St Mary's 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:	<input type="checkbox"/>	Start Date :	
The Park :	<input type="checkbox"/>	Start Time:	
The Garrison Field:	<input type="checkbox"/>	Finish Date:	
Porthcressa	<input type="checkbox"/>	Finish Time:	
Other (please detail):			
Do you require sole use of the space: <b>YES/NO</b>			

Location	Do you Require Water or Electricity
Holgates Green	Electricity <input type="checkbox"/> Water <input type="checkbox"/>
The Park	Electricity <input type="checkbox"/>

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?      YES / NO

D. Charity Number:

E. Will there be media interest?      YES / NO

If **YES** on what scale?

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



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### Fees & Charges (inc VAT):

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

Description	Holgate's Green	The Park	The Garrison Field	Porthcressa
Commercial Event Hire per day	£193.00	£140.00	£143.00	£80.00
Charity & Community Group per day	N/A	N/A	N/A	N/A
Commercial Event Hire per half day	£96.50	£71.00	£70.00	£40.00
Charity & Community Group per half day	N/A	N/A	N/A	N/A
Commercial Hire for Individual stall holder per day	£23.00	£23.00	£23.00	£23.00
Commercial Individual stall holder per half day	£11.50	£11.50	£11.50	£11.50
Commercial Individual Stall holder per season (6 months)	£520	£520	£520	£520

Please note that the fee will only be taken if the event and hire is approved.  
Do not pay before your application has been approved.

Application Checklist:	Included	Office Use
The following <b>must be submitted</b> with this application:		
Public Liability Insurance Certificate:		
Risk Assessment		
Licenses e.g. TENs/Street Trading to hold the event are supplied (if required)		
Safety Advisory Group—Event Notification Form		
Road Closure Application (if required)		



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### 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.
- It is the responsibility of the event organiser to ensure that all licenses are obtained for the activities taking place e.g TENs/Street Trading. Please email [licensing@scilly.gov.uk](mailto:licensing@scilly.gov.uk) for more information.

**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 Environment Service form is private and confidential for more information on how your information is protected please visit [scilly.gov.uk](http://scilly.gov.uk) or contact us on 01720 424450 or [environment@scilly.gov.uk](mailto:environment@scilly.gov.uk)