



# GREEN SPACE HIRE APPLICATION

Please use a separate application form for EACH site required  
 Before completing this form please read the enclosed "Conditions of Hire"

Please complete ALL sections in BLOCK CAPITALS

**Company Name** \_\_\_\_\_

**Site Required** \_\_\_\_\_

**Type of Event**

**Circus / Funfair / Concert / Fete / Other Major Event  
 (Please Specify)**

**MAIN COMPANY CONTACT**

**ON SITE CONTACT (IF DIFFERENT)**

Title		
First Name*		
Surname*		
Address*		
Town*		
County*		
Post Code*		
Daytime Tel. 1*		
Daytime Tel. 2		
Mobile**		
E-Mail		

\* This information is required for ALL contacts.

\*\* If a mobile number is not specified as a Daytime Telephone number, then a mobile telephone number is required for ALL contacts.

ACTIVITY	DAY	DATE (Please Specify)	TIME	
			FROM	TO
Arrival				
Site Setup				
Operating/Trading				
Site Clearance				
Departure				

**Circus Big Top Seating Capacity (if Applicable)** \_\_\_\_\_

**Risk Assessment & Public Liability Insurance Completed (Tick)** \_\_\_\_\_

**Maximum No. of Powered Rides, Stalls, Temporary Accommodation/Vehicles**

SITE	POWERED RIDES	STALLS	TEMP. ACCOMODATION
<b>Number Attending This Event</b>			

**Specify the Name of Each Powered Ride (to be accompanied by the relevant ADIPS Form)**

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

**DECLARATIONS AND SIGNATURE**

I/we Mr/Miss/Ms/Mrs (full names) \_\_\_\_\_

Hereby apply on behalf of \_\_\_\_\_  
for the hire of the facilities mentioned above.

I/we agree to pay all charges properly applicable as laid down in Mid Sussex District Council’s schedule of charges, and to use the facilities in a proper and reasonable manner.

I/we have received, read, understood and agree to abide by Mid Sussex District Council’s standard “Conditions of Hire” (see enclosed).

I/we confirm that I am / we are authorised to act on behalf of the above.

**Signed** \_\_\_\_\_

**Office Held** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Office Held** \_\_\_\_\_

**Date** \_\_\_\_\_

**IMPORTANT:**

By signing this application form you are agreeing to the terms of the enclosed “Conditions of Hire”.

**PLEASE RETURN THIS FORM BY EMAIL TO  
BOOKINGS.MIDSUSSEX@GLENDALE-SERVICES.CO.UK**