

Performing in our parks

A guide and application form



CHECKLIST

<input type="checkbox"/>	Public Liability Insurance required of £5 million plus
<input type="checkbox"/>	Risk Assessment (if applicable)
<input type="checkbox"/>	Amplification <input type="radio"/> YES <input type="radio"/> NO If you wish to use amplification of any kind, including PA systems for voice /music and /or generator.
<input type="checkbox"/>	Parking on Waterside If parking on Waterside is essential please notify us of vehicle, make, model and registration number.
<input type="checkbox"/>	Electric and/or water required? <input type="radio"/> YES <input type="radio"/> NO
<input type="checkbox"/>	Fee (See charges on page 8. All cheques made payable to Stratford-on-Avon District Council).
<input type="checkbox"/>	Event previously booked? <input type="radio"/> YES <input type="radio"/> NO
<input type="checkbox"/>	Barrier Keys Required? <input type="radio"/> YES <input type="radio"/> NO (A refundable deposit of £50 required).

PERFORMANCE OR SPECIAL EVENT CONDITIONS OF USE

1. Performers/organisers must note that a confirmed booking does not negate the need to obtain other District Council or Statutory Consents where applicable.
2. Insurance – The insurance details on the application form must be satisfactorily completed before we can accept your booking.
3. Inspection of Site – the organisers are recommended to inspect the site prior to the event to ensure its suitability. The Council gives no warranty or assurance that its land is fit for your particular event.
4. Hours of use – Generally the sites are only available for public events between the hours of 0800 hrs to 2200 hrs
5. The organisers shall not interfere with or alter structurally the nature of the area allocated for their use or any adjacent car parking areas. Any damage caused will be repaired and the organisers will be charged for such works.
6. The organisers shall ensure that the site and all access routes are kept clean and tidy and are left clean and tidy during and after the event. The organisers shall ensure that all equipment erected by the organisers is removed after the event.
7. District Council litter bins shall not be used by the organisers or their assistants to deposit any litter or deleterious matter arising from the event. Litter containers must be provided emptied and removed by the organisers.
8. The organisers shall disclose all activities within the event and shall notify the District Council of any equipment they wish to bring onto the site.
9. No vehicles are permitted on the Bancroft Gardens
10. No commercial advertising is permitted. A modest acknowledgement of sponsorship will be permitted at the discretion of the Councils Officers.
11. The organisers shall ensure that there is no interference with the day to day operation of car parks and that any exit/access routes are not blocked.
12. All parking at the Recreation Ground must be in one of the designated car park spaces and shall be subject to normal pay and display conditions as detailed in the current Off Street Parking Order. All vehicles must display a valid parking ticket. Organisers, their participants and any guests shall be subject to these conditions.

13. The event organisers shall at all times be responsible for public safety
14. All installations and practices shall comply with current health and safety requirements, legislation and appropriate guidelines.
15. The event organisers shall safeguard the public whilst on site. Any trailing cables shall be laid flat and be covered with anti trip safety cable covers.
16. Any power generation equipment used shall be silenced to recognised and acceptable levels.
17. The use of power amplification equipment on Bancroft Gardens or Waterside promenade is not usually permitted.
18. The organisers shall indemnify the Council, its employees and agents against all claims, costs and expenses arising from their use of the said areas and adjacent car parks.
19. The Organisers are required to take out and provide evidence of public liability insurance of at least £5 million and attach a certified copy of your insurance certificate to the application form.
20. Any direction signs required in connection with the event shall be kept to a minimum and be provided, erected and dismantled by the organisers.
21. Fly posting 'A' Boards and/or any other indiscriminate advertising shall not be permitted on District Council highways or public land.
22. The Council reserve the right to cancel the event at short notice owing to inclement weather and/or unsuitable ground conditions.
23. The event organisers shall be responsible for meeting any costs incurred by the council in connection with the use of the said areas arising from non-compliance with these conditions
24. Access – Organisers may require site access for the events. Access keys will be available from these offices during normal working hours and it is advised that arrangements be made to collect the keys immediately prior to the event. A returnable deposit of £50 is required for each key borrowed.
25. The event organisers must comply with any instructions made by the Councils staff or contractors.
26. The event organisers must telephone 01789 267575 at least 14 days prior to the event in order to finalise arrangements.
27. Failure to comply with any of these conditions will result in your performance/event being terminated either before or during the event.

Important notice to all event organisers

Licensees operate from these grounds and pay considerable sums of money for the right to trade. There have been occasions where special events have included items that directly conflict with the legitimate trading of these licensees.

If conflict happens either the District Council or yourselves could be faced with litigation where the licensee claims that trade has been lost. We therefore insist that you refrain from staging the following whether for charitable or any non profit making purposes.

Inflatables, Distribution/sale of soft drinks, ice cream, hot or cold food, charging for entry.

You are not allowed to stage the above or any other event/activity commercially.

System of control of street entertainment on the Bancroft Gardens and Recreation Ground, Stratford-upon-Avon

Pitches

The following pitches are available for entertainers and buskers; the locations of each pitch are indicated on the attached maps on pages 6 and 7. These enquiries should be made direct to Stratforward on 01789 292718.

Pitch	Appropriate Use	Notes re Special Conditions of use
A	Regular or Seasonal Acts e.g. uni-cycle / jugglers etc.	
B	Single person act	First come, first served basis to allow spontaneity. No prior booking allowed. Use limited to 20 minutes and no return for 2 hours.
C	Hardstanding area suitable for groups e.g. Morris Dancers	
D	Hardstanding area suitable for Tap Dancers and similar	
E	Hardstanding area suitable for exhibitions, religious groups, jugglers, etc.	
F	General event site	Performances to check with RST reception regarding any special noise requirements.
G - I	Large scale events	

**Application to hold a
Performance or Special Event
on District Council Land**

Please pull out this section and return to

Generic Finance & Admin Team

Stratford-on-Avon District Council

Elizabeth House, Church Street, Stratford-upon-Avon Warwickshire CV37 6HX

Application
number

Location

Site (see map)

Date(s)
of event /
performance

Event /
performance title

Event /
performance
description

Have you been refused permission to perform / stage events at this location?

Please tick appropriate circle

YES

NO

A photocopy of your public liability insurance must be attached and included with this form, and must include an Indemnity to Principals Clause.

Your insurers must be aware if fire is used in the performance and if so you must give details of this on a separate sheet and attach to this form.

Has your act / event suffered any accidents / incidents during the last five years?

Please tick appropriate circle

YES

NO

How long have you been providing a professional act?

YEARS

Do you belong to a professional body?

Please tick appropriate circle

YES

NO

Signed

Name (CAPITALS)

Address

Post Code

(your name has been duly authorised as official representative for the specified activity)

Home telephone

Office telephone

Email

(Please indicate the telephone number where you can be contacted during normal office hours)

Please return this pull out page, your fee if applicable, and insurance details to:

Generic Finance & Admin Team, Stratford-on-Avon District Council
Elizabeth House, Church Street, Stratford-upon-Avon, Warwickshire CV37 6HX

If no reply is received within 14 days of receipt of these conditions, it will be deemed that your event will not take place.

Please complete the enclosed authorisation, which will be stamped, signed and returned to you on approval. This must be displayed and produced at the event upon request by a duly appointed officer or contractor of the Council.

Data Protection Act 1998

Please tick this box if you give your consent to this event, including the personal contact details, being published on the internet via the District Council's website.

HOW YOUR INFORMATION IS USED The way in which your information may be used and shared by the Council is set out in the Council's Full Privacy Notice / Fair Processing Notice. This is available via our website at <https://stratford.gov.uk/privacystatement>, or you can ask for a copy by writing to the Council at Legal Services, Stratford-on-Avon District Council, Elizabeth House, Church Street, Stratford-upon-Avon CV37 6HX

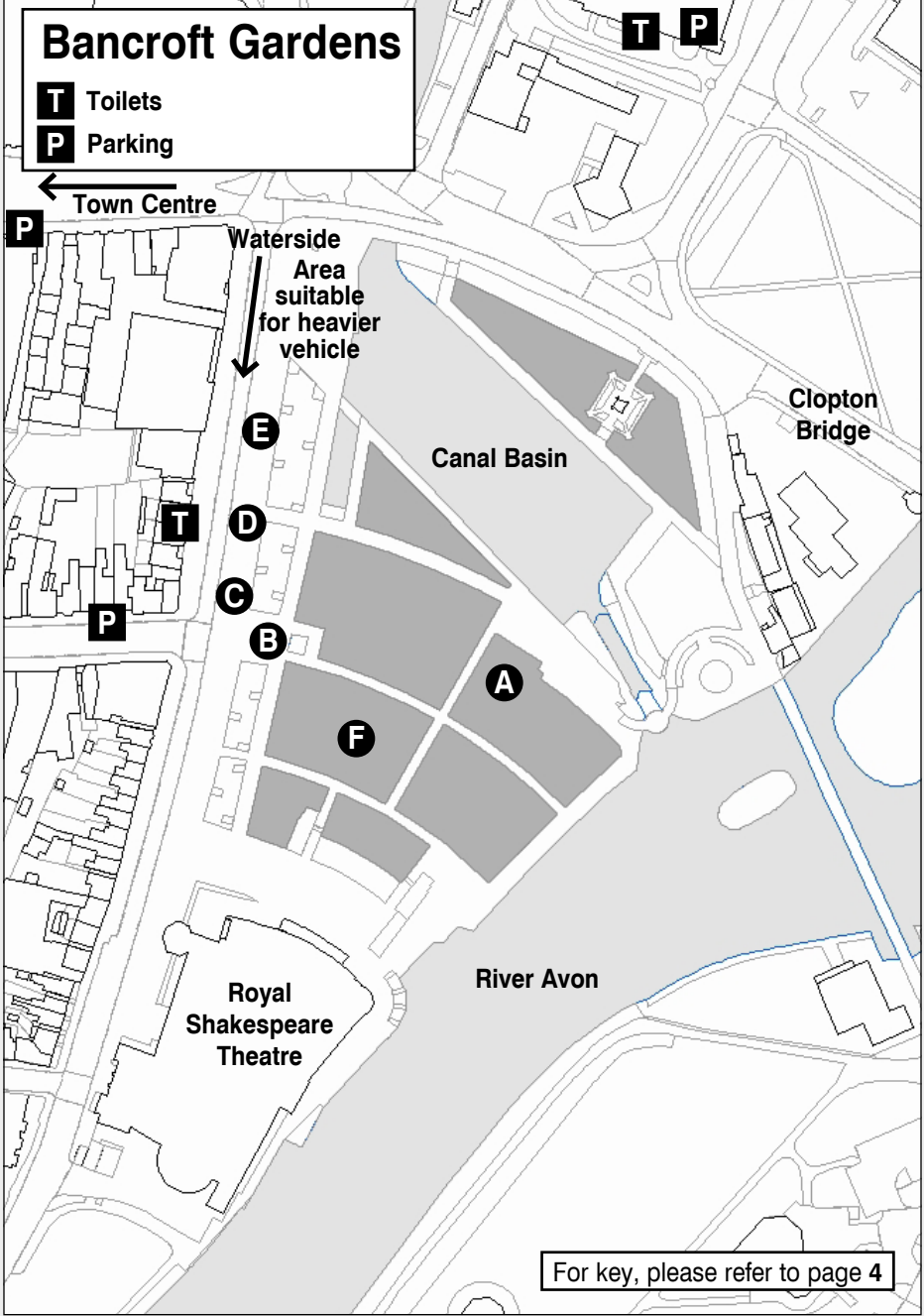
**Site Maps
for
Bancroft Gardens
and
Recreation Grounds**

Bancroft Gardens

- T** Toilets
- P** Parking

← Town Centre

Waterside
Area
suitable
for heavier
vehicle



E

D

C

B

F

A

Clopton
Bridge

Canal Basin

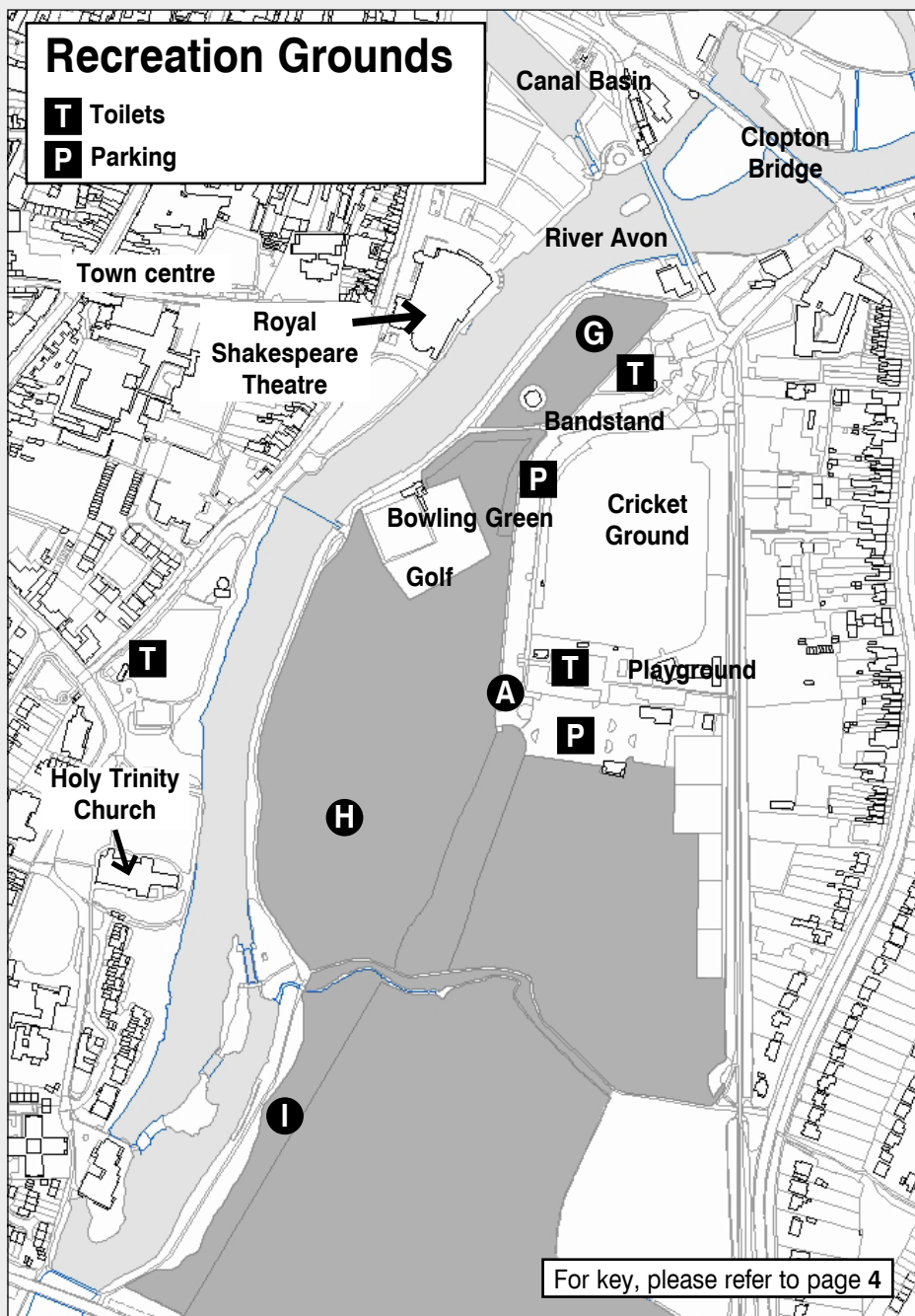
River Avon

Royal
Shakespeare
Theatre

For key, please refer to page 4

Recreation Grounds

- T** Toilets
- P** Parking



For key, please refer to page 4

CHARGES FOR NOT FOR PROFIT ORGANISATIONS

Note

A small charity is defined as having a turnover of less than £1m per annum

A local charity is defined as being registered within the Stratford-on-Avon District

Small / Local Charitable Rate	Charge	Amount including VAT @ 20%
Recreation Ground (large events, North Recreation Ground)	£100	£120
Recreation Ground (small events, half North Recreation Ground)	£30	£36
Bancroft gardens and Waterside promenade (day events)	£50	£60
Bancroft gardens and Waterside promenade (short duration events, half day events)	£20	£24
Corn Market	£30	£36
Corn Market (half day)	£20	£24
Large / Non-Local Charitable Rate		
Recreation Ground (large events, North Recreation Ground)	£200	£240
Recreation Ground (small events, half North Recreation Ground)	£70	£84
Bancroft gardens and Waterside promenade (day events)	£70	£84
Bancroft gardens and Waterside promenade (short duration events, half day events)	£50	£60
Corn Market	£50	£60
Corn Market (half day)	£30	£36
Filming		
Full Day	£500	£600
Half Day	£250	£300
Per Hour	£100	£120

Please complete and return this card with your application

Location

Site

Dates of event
/ performance



For official use only
OFFICIAL STAMP

Season

Day

Signed

Have you put your name and address overleaf?

**PLEASE DISPLAY THIS CARD
DURING EVENT/PERFORMANCE**

**Stratford-on-Avon
District Council**

Elizabeth House, Church Street
Stratford-upon-Avon CV37 6HX

Telephone 01789 267575

Facsimile 01789 260607

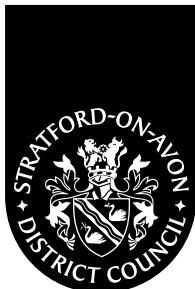
Minicom 01789 260747

Email info@stratford-dc.gov.uk

Website www.stratford.gov.uk

If you find the text in this publication difficult to read
we may be able to supply it in a format
better suited to your needs.

Telephone 01789 267575



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