

## **Froxfield Parish Council**

### **Use of the Froxfield Village Green**

Froxfield Parish Council own and maintain the Village Green as a public open space. Community activities are actively encouraged, however for insurance purposes we require to be advised of the below information in advance of the event.

Please contact the Clerk to request a copy of this form by email:

[clerk@froxfield.org](mailto:clerk@froxfield.org) or phone 07876 114588.

<b>Event Name:</b>	
<b>Date of Event:</b>	
<b>Nature of Event:</b>	
<b>Name of Organiser:</b>	
<b>Contact Number / Email Address:</b>	
<b>Anticipated Numbers*</b>	

*\*Please note that The Green is not a suitable venue for events where attendance would be likely to exceed 300 people\**

### **A COPY OF THE EVENT'S PUBLIC LIABILITY INSURANCE WILL BE REQUIRED**

The organiser is advised to complete a risk assessment for their own purposes, and ensure to militate against any risks which might be reasonably anticipated.

More information at: <https://www.hse.gov.uk/event-safety/getting-started.htm>

Some events require you to apply for a temporary licence from Wiltshire Council

More information at: <https://www.wiltshire.gov.uk/article/4906/Licensable-activities>  
or by email **Email: [publicprotectionwest@wiltshire.gov.uk](mailto:publicprotectionwest@wiltshire.gov.uk)**

The Parish Council hope your event will be a success, but ask that all temporary structures and litter be removed within 24 hours of the event closing.

Please report any damages to permanent Village Green equipment –including playground, picnic benches, as well as any trees as soon as reasonably possible by email to

[clerk@froxfield.org](mailto:clerk@froxfield.org) or phone 07876 114588, thank you.