



CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Hire of Public Open Spaces & Outdoor Facilities

You can apply to use Town Council owned open spaces or outdoor facilities to carry out a business, such as an outdoor exercise class, training, or tuition with paying customers.

To ensure members of the public are kept safe, the Council must ensure that all hirers have their own public liability insurance, have completed the necessary risk assessments, and supply any other important documentation. They must also comply with the relevant Government guidelines.

When completing this application, the information contained within it will form a declaration as part of the conditions of hire, unless subsequently changed by mutual agreement and confirmed in writing.

Please note that Cambourne Town Council accept no liability for any accident, damage, illness or other occurrence which may arise as a result of your activity. Reasonable precautions should be taken to ensure the safety of your participants. It is your responsibility to check the area is safe before the activity takes place. Any issues should be reported to the Town Council.

The area should still be accessible to members of the public. The area should be kept clear of litter, equipment, and property at the end of the session.

Cambourne Town Council reserves the right at any time to cancel this booking in the event of emergency maintenance works, adverse weather, force majeure, Council organised community events or other events beyond the Councils control including a change in Government guidance.

Following cancellation, we will not except responsibility for any additional costs incurred that are associated with the hire of the open space to other organisations.

The Council also reserves the right to cancel with no refund, should any of the information stated on this form be incorrect.

For Open Space:

- Any day between 8am – 8pm
- Or by special arrangement with the Town Council

For Cambourne Skatepark:

- Saturdays and Sundays only between 9am – 11am to avoid times when the park is well used
- Or by special arrangement with the Town Council

Checklist:

- ✓ I enclose a copy of my Public Liability Insurance
- ✓ I enclose a copy of my Risk Assessment
- ✓ I enclose a copy of Photo Identification (e.g.: drivers licence, passport)
- ✓ I enclose a copy of my DBS (if young people/vulnerable adults attending)

We may request further documentation if required.



CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Application form

Your name:

<input type="text"/>	<input type="text"/>
----------------------	----------------------

First Name

Surname

Organisation name:

Address:

Phone:

Email:

Location:

Please give details of the open space and address you would like to hire. Google Maps location link can be pasted in here.

Type of booking:

Please describe the activity you will be undertaking which this booking applies to.

Date(s) and time(s) of the bookings:

Day(s):

Time(s):

Please also complete the attached calendar.

Estimate numbers attending your sessions:

<input type="text"/>

e.g.: 1 to 1, up to 15, 15 – 30

Will you be charging for your sessions:

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>