COWLING PARISH COUNCIL
RECREATIONAL SPACE
APPLICATION FORM

Proposal for use of any recreational space owned by Cowling Parish Council for organised activities or events

• Date and Time of Use

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• Description of Use (type of event) Fete, Gala etc

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• Is the event: For Profit …… or non-profit……..

• Number of people anticipated ……..…

• Contact Person and correspondence name, address, email and telephone number:

…….
…….
……
• Name of any Organising body/Club/organiser:……

Important: Risk Assessment and Public Liability
The Organiser is responsible for the Public Liability of all matters and use connected with the event/group.
Copy of your Public Liability Insurance supplied with this application Yes/No
You must attach a risk assessment with this application
The Rules of Use with instructions for Organised Events can be obtained from the clerk. By signing as event organiser you have confirmed that you have read and understood these rules.
Signed by Event Organiser:
……
Please return this form to the clerk via email: clerk@cowlingparishcouncil.org.uk or post to:

The Clerk, Cowling Parish Council,
PO Box 607
KEIGHLEY
BD21 9GY.
You will then be contacted with the Parish Councils Decision.