

Melbourn Parish Council

Funfair Booking Agreement

THIS FUNFAIR AGREEMENT ("the Agreement") IS MADE ON THE 24th DAY OF JUNE 2026, BETWEEN **MELBOURN PARISH COUNCIL** ("We" or "the Council") and **J W HARRIS & SONS FUN FAIR** ("You"). WHEREAS We own the Old Recreation Ground on The Moor, Melbourn ("the Site") and wish to have a funfair ("the Event") provided at the Site from Monday 13th July 2026 ("Start Date") to Monday 20th July 2026 ("End Date") and You have agreed to provide a funfair at the Site in accordance with the following Terms and Conditions. The period between the Start Date and End Date is the 'Term'. The terms 'we', 'our' and 'us' will refer to the Council, and will be construed accordingly.

Data Protection & Customer Consent

By signing this form, I, the data subject, understand and agree that the information submitted may be shared across all relevant emergency Services.

Section 1 – Contact Details

Name of business: J W HARRIS & SONS FUN FAIR

Business Owner: James Harris

Event organiser (if different from above).....

Contact address: [REDACTED]

Postcode: [REDACTED]

Tel No: [REDACTED]

Mobile No: [REDACTED]

E-mail address: [REDACTED]

Section 2 - Event Details

Proposed Date & time of land use: MONDAY, 13th JULY 2026 TO MONDAY, 20th JULY 2026

Proposed Date & time of event: THURSDAY, 16th JULY 2026 TO SUNDAY, 19th JULY 2026

Venue (name of park or open space where you would like to hold your event):

OLD REC, THE MOOR, MELBOURN CAMBRIDGESHIRE

Estimated Attendance: *[please complete]*.....

Public Liability Insurance

Each Funfair operator must have £10 million Public Liability Insurance.
Copies of these must be submitted with your booking application.

Organisers are to be responsible for ensuring that any individual participant in the event has an adequate up to date Public Liability Insurance Policy.

Do you have Public Liability Insurance?

Yes ☐ No ☐ Please state value: £.....

Company / Insurer.....

Vehicle Movement

Please outline your procedures for vehicle movement restrictions and how this will be enforced.

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Waste Management

Please state how you will manage all waste during and after your event, include details of bins, skips, recycling and litter picking.

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Fire Fighting Equipment

Please outline what fire fighting equipment will be at your event and who will be responsible for that equipment.

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I have enclosed, where necessary, the following:

Documentation	Yes	No
Insurance for Event organiser	☐	☐
Site Plan/Route Plan	☐	☐
Risk Assessment*	☐	☐

If you have answered **no** to any of the questions, please give details why:

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Declaration

I certify that, to the best of my knowledge, the above particulars are correct. I have read the terms and conditions of use, and agree to abide by them at all times.

I also hereby indemnify Melbourn Parish Council against claims, costs, losses, damages, liabilities and expenses (including personal injury and claims of Third Parties) arising from or through or in any way connected with the occupancy of the property.

Signed (must be the event organiser).....

Print Name.....

Date.....

Please return your application form and supporting documents to:

Melbourn Parish Council, Melbourn Community Hub, 30 High St, Melbourn, SG8 6DZ

All documentation must be produced at least 28 days before the Event. Failure to comply may result in the council refusing to grant permission for the holding of the event.

Official use only

Cost:....£600.....

Current Public Liability Insurance	Yes	No
Risk Assessment	Yes	No
Site plan received	Yes	No

Event Approved:	Yes	No
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1. The fee for the event will be £100.00 per day or part day thereof (£50 per day or part day thereof charged for non-event days), payable to Melbourn Parish Council prior to the event.
2. Prior to the event we may need to carry out a ground inspection to assess suitability of the ground and the current ground conditions.
3. For funfair bookings, the person making the application must be the provider of the devices. The sub-letting of devices will not be permitted.
4. Melbourn Parish Council is not obliged to enforce Showmans Guild rules.
5. A site layout plan of where you intend to position funfair devices within the park/space must be provided if requested. For larger events/activities where your own vehicles will require parking, you must include this as part of the layout.
6. You must NOT open the park gates to allow general vehicular admission to the site.
7. You may connect to amenities whilst in the venue. This includes, water and electrical connections. Meter readings will be taken pre and post event, and an invoice raised to you accordingly.
8. You will be allowed to promote your event/activity within the Parish and through our own websites and social media outlets. Please ensure you send all necessary promotional information to; parishclerk@melbournparishcouncil.gov.uk
9. You will be responsible for your own litter collection and removal whilst on site. Should litter be left on the site unattended, and the health and safety of site patrons is compromised, then the Council will clear the site and issue you with an invoice to cover the costs.
10. You will also be responsible for the ground you occupy on site. It is in your own interest to ensure the venue is treated with respect and that ground is not damaged unduly. Again, should this occur, the Council will issue you with an invoice to cover any ground reinstatement fees.
11. You must send copies of Risk Assessments and Insurance for each individual attraction to the Council on request.
12. Your activities must not cause any nuisance or annoyance to residents or the Council.
13. You are responsible for all aspects of the event including: crowd control, animal control, site set up, health and safety etc.
14. Applicants are required to abide by the Council's established event planning procedures where necessary.
15. The use of loud speakers and amplification equipment may only be used with the written permission of the Council.
16. The use of generators is permitted, although they must be located away from any source of ignition. All generators must be fenced to stop unauthorised access. Generators must be diesel, ultra-silent with a noise level of less than 50dBa.
17. The Council reserves the right to refuse any application or to cancel or withdraw any consent at any time, including the day of the event.
18. The Council will not be held responsible for any loss, damage, injury or third party claim arising from or through or in any way connected with the occupation of the property.