

The Square
Application Form
Market Lane, Wickford

Applicant Details

Name of applicant/organisation:	
Contact person (if different):	
Address:	
Telephone:	
Email:	
Website/Social Media:	

Type of Use – please tick one

Community Use: <i>(local groups, charities, cultural, voluntary)</i>	
Youth-Based Use: <i>(youth clubs, schools, sport, arts, youth organisations)</i>	
Commercial/Business Use: <i>(trading, promotional activity, markets, events)</i>	

Event/Activity Details

Name of Event or Activity: Proposed date(s) and time(s):	
Description of Event/Activity:	
Expected Attendance:	

Is this event open to the public?	
Will there be amplified sound or music?	
Will you be applying for a Temporary Events Notice (TEN) from Basildon Borough Council?	Yes ☐ No ☐
Please give details of relevant documents: (<i>Public Liability, safeguarding regulations, food hygiene, risk assessment</i>)	

I confirm that the information provided is true and correct. I understand that use of the The Square is subject to the attached Terms and Conditions of Hire, health & safety requirements, safeguarding responsibilities (where applicable) and the cancellation policy.

Signed:..... Name (print):

Date:

The Square, Market Lane
Terms & Conditions of Use

1. General Conditions

- All bookings are subject to approval by Wickford Town Council.
- The Square must only be used for the purpose stated in the application form.
- The applicant is responsible for the behaviour and safety of all participants, staff, volunteers, and attendees.
- No booking is confirmed until written confirmation has been issued by Wickford Town Council.

Insurance and Legal Requirements

- All applicants must hold valid Public Liability Insurance (minimum £5 million cover).
- Commercial traders must hold relevant trading licences or permits.
- Food and drink providers must hold current food hygiene certification.
- It is the applicant's responsibility to comply with all safeguarding, health and safety, and data protection legislation.

Health, Safety and Risk Management

- A risk assessment must be submitted with the application.
- Appropriate first aid provision must be in place during the event/activity.
- Fire exits and emergency access routes must be kept clear at all times.
- All electrical equipment must be PAT tested and safe for public use.
- Noise levels must be controlled to avoid nuisance to local residents and businesses.

Safeguarding (Youth-Based Use)

- Any activity involving children or young people must comply with safeguarding regulations.
- Adequate adult supervision ratios must be maintained at all times.
- Leaders and supervisors must have undergone the appropriate DBS checks.

Site Management and Responsibilities The site must be left clean and tidy after use.

- All rubbish and waste must be removed by the applicant.
- No permanent alterations or markings may be made to the site.
- Any damage to property, fixtures or fittings will be charged to the applicant.

- Vehicle access is only permitted with prior authorisation from Wickford Town Council.

Prohibited Activities

- Illegal or unsafe activities are not permitted.
- Alcohol may only be sold or consumed with the appropriate licence and prior agreement.
- Generators, fireworks, inflatables, or similar high-risk activities require prior approval.
- Political activity is not permitted without the express consent of Wickford Town Council.

Cancellations

Applicants must notify Wickford Town Council of cancellations as early as possible.

- Cancellations made **more than 14 days** before the event will not normally incur a charge.
- Cancellations made **between 7 and 14 days** before the event may be subject to an administrative fee.
- Cancellations made **less than 7 days** before the event may incur the full hire fee.
- Wickford Town Council reserves the right to cancel or amend bookings in exceptional circumstances (e.g. severe weather, safety concerns, or unforeseen operational issues). In such cases, any hire fees already paid will be refunded in full.

Liability

- Wickford Town Council accepts no responsibility for loss, theft, damage or injury arising from use of the Square.
- The applicant is solely responsible for their activity, participants, and any associated liabilities.

Agreement

By signing the application form, the applicant confirms they have read, understood, and agree to abide by these Terms & Conditions of Use.