## ROSS-ON-WYE TOWN COUNCIL

The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL Phone: 01989 562373 Fax: 01989 565478 Email: admin@rosstc-herefordshire.gov.uk

### Application for use of the Outdoor Pursuits Building (The Bandstand)

Please complete the attached form and return it to the above address.

#### Important information.

- The Bandstand is situated by the Caroline Symonds Gardens in Wye Street opposite the Riverside Inn.
- It is available to bands and organisations on application to the Ross Town Council. The Council may charge a deposit which will be refunded subject to the Bandstand being left undamaged, and in a clean and tidy state.
- Applicants must complete the enclosed form and return it to the Lettings Officer at the above address.
- Applicants must agree to the letting conditions enclosed.
- Where additional licences and / or insurances are required (e.g. Public Liability, Alcohol or Events Licences), copies of the certificates must be supplied before the event can take place.
- No electricity is supplied should a user require electricity he or she is responsible for providing his or her own generator.
- Please note that the nearby toilets are closed in the evenings. Herefordshire Council
  are responsible for these toilets and any application to have then open should be
  made directly to them, well in advance.
- The bandstand is kept locked when not in use it is the responsibility of the user to contact the Town Council (either by email or telephone weekdays 9.30am to 1.00pm) a few days before their booking to arrange for it to be unlocked.

#### **Enclosures:**

Application Form Letting Conditions



# ROSS-ON-WYE TOWN COUNCIL OUTDOOR PURSUITS BUILDING (THE BANDSTAND) **BOOKING FORM**



The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL Phone: 01989 562373 Fax: 01989 565478 Email: admin@rosstc-herefordshire.gov.uk

Email Address  Telephone No. Mobile No.  Postal Address  Are you applying as (please tick individuals as appropriate)  Purpose for Recorded music Live music Plays Exhibition  Details of any additional activities organised, e.g. stalls, catering outlets, bouncy castles  Any further information relevant to this application  I have read and agree to abide by the Lettings Conditions for the Outdoor Pursuits Building (known as the Bandstand)  Signed Date	Date required		Time (including setting up and removal)	Start End	Actual time of event	Start End
Postal Address  Are you applying as (please tick as appropriate)  Purpose for which bandstand is to be used (please tick as appropriate)  Details of any additional activities organised, e.g. stalls, catering outlets, bouncy castles  Any further information relevant to this application  I have read and agree to abide by the Lettings Conditions for the Outdoor Pursuits Building (known as the Bandstand)  Signed Date  Please ensure all necessary licences, permissions and insurance are in place. Evidence will	Contact Name				and	
Are you applying as of individual of company as appropriate)  Purpose for Recorded music Live music Plays Exhibition Other (plasation bandstand is to be used (please tick as appropriate)  Details of any additional activities organised, e.g. stalls, catering outlets, bouncy castles  Any further information relevant to this application  I have read and agree to abide by the Lettings Conditions for the Outdoor Pursuits Building (known as the Bandstand)  Signed Date	Email Address					
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which bandstand is to be used (please tick Yes / no as appropriate)  Details of any additional activities organised, e.g. stalls, catering outlets, bouncy castles  Any further information relevant to this application  I have read and agree to abide by the Lettings Conditions for the Outdoor Pursuits Building (known as the Bandstand)  Signed Date	applying as (please tick	or		club or	A charity	Other (what)
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(known as the Bandstand)  Signed Date  Please ensure all necessary licences, permissions and insurance are in place. Evidence will	information relevant to					
Signed Date  Please ensure all necessary licences, permissions and insurance are in place. Evidence will required by the Town Clerk before final confirmation of the booking can be given.		•	oy the Lettings C	onditions for th	e Outdoor Pursu	uits Building
	Signed			Dat	e	
Office use—Please leave blank	Office use—Plea	se leave blank				