# Notification Form for Private Parties on Land Owned and Managed by Huntingdonshire District Council

It’s great you are using our public open space for your gathering! This is for a private gathering of family and friends but not the general public or other visitors to the site.

For your own safety, and that of others using the open space, please ensure you follow these guidelines.

## Gazebos

Gazebos are an essential addition to any event in the Great British outdoors, whatever the weather! They can, however cause minor or even major injury, especially in an open space that is less sheltered than most people’s back gardens. Their affordable price means that they are not very strong and don’t always have very strong or long tent pegs to hold them down in gusty conditions.

All safety guidelines for your gazebo must be adhered to – all tent pegs must be used and guy lines extended. Some tent pegs provided are not very strong so you may need to use stronger ones if it is even slightly windy. Ensure the tent pegs and guy lines are visible and marked so they do not become trip hazards – bunting or ribbons can be used and make it look great!

If you are planning to have larger structures or ones put up by an external company then please get in touch – [see our events page](http://www.huntingdonshire.gov.uk/runninganevent)

## Barbecues

Please ensure any barbecues are safe and securely located so they do not present a hazard. Don’t forget dogs may be attracted to them and could knock into them. BBQs must be kept off the ground at all times (even on bare soil) and off any flammable surface (eg a wooden picnic table). Please ensure they are located away from any buildings or flammable structures and you have at least one bucket of water close by. If you are using disposable BBQs then we ask that you remove them from site once cold enough to handle.

## Food

Think about food hygiene guidelines to keep you safe, especially in warm weather. This [food safety website](https://www.foodsafety.gov/blog/perfectfood.html) has some useful information, be aware food may attract uncontrolled dogs! It is worth keeping food off the ground and covered over.

## Rubbish

Please take your entire rubbish and recycling home with you – remember it will be lighter than when you brought it out! Any bags left adjacent to our bins risk being ripped open by animals causing an unsightly mess and a potential hazard. Invest in some strong bags so you do not have unwanted spillages on the way home!

## Glass

Please use disposable cups to minimise the chance of broken glass. If you do have an accident you must clear up even the smallest bits of glass as these would pose a hazard to other site users.

## Music

Remember other people using the site and those living nearby may not appreciate your music volume.

| **A handy checklist for you – tick when this is all sorted!** |
| --- |
| Gazebos - Instructions available [ ]  |
| Gazebos - Stronger tent pegs obtained [ ]  |
| Gazebos - Ribbon/bunting for guy lines [ ]  |
| Rubbish - Strong bags for rubbish [ ]  |
| Rubbish - Strong bags for recycling [ ]  |
| Food - Enough cool boxes/ice [ ]  |

Please be courteous to your neighbours and have a lovely, safe time!

So we are aware of activities on our land and can inform you if there are other activities happening that may affect you please complete the form below digitally (rather than hand-written) and return to events@huntingdonshire.gov.uk at least two weeks before your planned gathering. If a digital copy is not possible please return to Open Spaces Team, Operations Division, Eastfield House, Latham Road, Huntingdon, Cambridgeshire, PE29 6YG.

If you are not sure if your location is HDC land or if you have any queries please contact the Open Spaces Team on the above email or call 01480 388388.

**If you are planning on having an inflatable please see the separate application form on our** [Running an Event page](http://www.huntingdonshire.gov.uk/runninganevent)**.**

## Site Details

| Name of event:  |
| --- |
| Town/village where event is to take place:  |
| Street name and postcode & description of location:If possible please supply a map with an X to mark the location of your event |

### Dates and Times

| Arrival on site | Date: | Time (24 hour clock): |
| --- | --- | --- |
| Depart Site  | Date: | Time (24 hour clock): |

| Main Contact (we will contact this person for any queries we have about this gathering) |
| --- |
| Name of applicant: |
| Address:Post Code:  |
| Tel No (Daytime): Tel No (Mobile):  |
| Email Address:  |
| Likely number of people attending: |

I confirm that:

* the above details are correct and I am over 18 years of age
* I understand I am completely responsible for all aspects of this gathering and have read and understand the guidance above.
* I will inform HDC if anything changes

**Privacy Notice**

All personal information that you provide to us is managed in accordance with our Privacy Policy. Please visit the [Privacy Notice](https://www.huntingdonshire.gov.uk/privacy) where you can find information about how we handle your personal information and your rights of access.

Signature:

(A digital signature is acceptable)

Date:

Print name: