

Bromham Mill Meadow Hire & Booking Form

Bridge End, Bromham, Bedford MK43 8LP

Hirer Details

Name:

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Address:

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.....
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Postcode:

.....

Email Address:

.....

Contact Telephone Numbers:

Home: Mobile:

Booking Details

Date(s) of proposed hire:

Please include any set up and breakdown days.

Event description:

.....
.....

Type of event (please ✓):

Public

Private

Estimated attendance: (Maximum number at any one time)

Event Day Timings:

Access required from * to

Event starts: Event finishes:

**Access for pre-event set up can be arranged after the submission of this form.*

Please return completed forms to events@bedford.gov.uk or Katie Lewis, Events & Community Engagement Officer, Rm 401, Borough Hall, Cauldwell Street, MK42 9AP.



Please note that a site meeting may be required for your event booking, the Events Team will advise further once your booking form has been received.

Are you having any of the following at your event? (Please ✓ all of the options below that apply)

- | | | | |
|--|--------------------------|--|--------------------------|
| Live Music | <input type="checkbox"/> | Catering | <input type="checkbox"/> |
| Recorded Music | <input type="checkbox"/> | Dog Show/Animal Demonstrations | <input type="checkbox"/> |
| Trade Stands/stalls | <input type="checkbox"/> | Bar | <input type="checkbox"/> |
| Dancing | <input type="checkbox"/> | Fun Fair Rides | <input type="checkbox"/> |
| Sporting Activities (Professional/Demos) | <input type="checkbox"/> | Sporting Activities (Audience Participation) | <input type="checkbox"/> |
| Inflatables | <input type="checkbox"/> | Staging | <input type="checkbox"/> |
| Generators / Electrical supplies | <input type="checkbox"/> | | |

Please note that fireworks displays/Pyrotechnics will not be permitted on this site.

Are the following measures going to be in place for your event? (Please ✓ all which apply)

- | | |
|--|--------------------------|
| Welfare Provisions (drinking water / toilets) | <input type="checkbox"/> |
| Fire Control Measures | <input type="checkbox"/> |
| First Aid Provision | <input type="checkbox"/> |
| Stewards / Security (if applicable) | <input type="checkbox"/> |
| Emergency Procedures (e.g. emergency vehicle access) | <input type="checkbox"/> |
| Valid Public Liability Insurance Certificate or equivalent
(Minimum cover of £10million must be produced) | <input type="checkbox"/> |
| Licences (Alcohol/street collections etc.) | <input type="checkbox"/> |

Declaration

I/We have completed this booking form on the understanding that all information detailed may be recorded by Bedford Borough Council in relation to this booking and may be shared when necessary to do so with Bromham Parish Council who operates Bromham Mill Gallery and Café in part on behalf of the local authority.

I/We have read and understood the 'Conditions Relating to Events held on Bedford Borough Council Parks and Open Space' found at www.bedford.gov.uk/events and agreed to observe and comply in all respects with all of the terms and conditions contained or referred to in the document.

I/we are not less than 18 years of age at the time of booking.

Full Name:

Signature: **Date:**

Bromham Mill Meadow Hire – Fees & Charges 2019-20

Bridge End, Bromham, Bedford MK43 8LP

Type of Hire	Rate Calculation	Cost
Meadow hire	Full day rate	£845
Event set-up and break-down days	Full day rate	£210

Corkage is not charged if bringing in own beverages or bar on the Meadow site.