

USE OF QUEEN'S CRESCENT GARDEN (QCG) REQUEST FORM

Complete this form to apply to use QCG for your event or activity

As public open space any event at QCG is governed by Exeter City Council's STANDARD CONDITIONS ATTACHED TO THE GRANTING OF PERMISSION FOR ORGANISED USE OF COUNCIL-OWNED LAND. **Please ensure you read and accept the conditions outlined in this document which can be found [here](#).**

If your event includes any of the following you may require a licence from the City Council, we will need to see copies:

Fundraising activities

Public entertainment

Selling goods or food

The sale and supply of alcohol.

Please note:

- We cannot give you exclusive use of QCG as open public access must always be maintained
- No fee shall be charged for entry although with prior permission of the Trust donations may be requested from people attending but not in a way to suggest a donation is a requirement for entry
- There is no access to electrical power
- No vehicles can be brought into or parked in the site without prior approval
- Organisers must ensure adequate first aid cover
- All litter from the event must be cleared from site and its surroundings
- Don't allow your event to be a nuisance for neighbours

About you

Your full name	
Name of business or organisation	
Telephone Number	
Email address	

About your event/activity

What will you be doing? Please provide information about your event/activity, include number of performers and describe your event.	
How many people do you expect to attend?	

Please list the date or dates you would like.	
What time would you like to arrive and leave the site? Include setting up and breaking down time.	
What equipment will you be bringing? E.g. gazebo, van, generator, tables, roll banners etc.	

Please provide a copy of the documents below:	Please tick below, all documents attached.
Public liability certificate	
Event safety plan	
Risk assessment	
Any ECC licences	

COMPLETION OF THIS FORM DOES NOT GIVE PERMISSION OF USE

Notification in writing will be given when the event has been approved. No applications will be approved until we have received all the required information. **Applications for events require a minimum of 15 working days for the Trust to process.**

Hire charges

Use of QCG for small community events is likely to be free of charge but a donation to the Trust would be welcome.

Charges for all other events are by negotiation.

The Trust always reserves the right to charge for reinstatement of the land should the activity result in us incurring any additional costs.

Signed:

Print name:

Date:

This completed form should be delivered to ESJCT Ltd 15 Powderham Crescent Exeter EX4 6DA or scanned and sent by email to exeterstjames.org