

# LYDD TOWN COUNCIL

## The Rype Hire Agreement

### Introduction

Lydd Town Council manages and administers applications for use of the Rype and is responsible for its upkeep and maintenance. All requests to use the Rype for an event should be submitted on the following application form and sent to Lydd Town Council for consideration.

### Terms of hire

- This agreement is made between Lydd Town Council and the Hirer (signatory to the agreement document) following consideration of the application and granting of permission for use for the event during the period as set out in the Hirers application below.
- The Hirer agrees to read and comply with the terms and conditions of hire for the Rype and the byelaws and regulations that apply at the time of hire.
- The Hirer must fully complete all sections of this Agreement and supply all supporting documents before the application can be considered by Lydd Town Council.

### SECTION 1 – DETAILS OF HIRER

Hirer details	Please enter details below	Office use
Date of application		
Name of Hirer		
Name of Organisation		
Telephone Number		
Email address		
Postal address		
Mobile number for contact on day of event		
Permission to process your personal information	I agree that I have read and understand Lydd Town Council's Privacy notice. I agree by signing the consent box below that Lydd Town Council and its authorised representatives may process my personal information for the purposes of hiring the Rype. Details of the event and your contact details may be included on the Events page of the Lydd Town Council website and circulated to Councillors for information.	
Signature of hirer	Your signature Date	

## SECTION 2 – DETAILS OF EVENT

<b>Details of your booking</b> Please provide full details of the intended use of the Rype for your event. Please continue on a separate sheet if required.		
<b>Dates and times required</b> Please include full details of all dates and start and finish time which must include any setting up and clearing up times for the event.		
<b>Do you intend to have any of the following at your event? Please circle yes or no below</b>		
Fireworks	YES NO	
Marquee and or Gazebo	YES NO	
Bouncy Castle or similar inflatables	YES NO	
Fairground rides	YES NO	
Stalls	YES NO	
Alcohol	YES NO	
Music	YES NO	
Food	YES NO	
Animals	YES NO	
Closure of roads	YES NO	
If you have answered yes to any of the above, please ensure that you have arranged all suitable insurance and licences and informed the appropriate emergency services and support agencies.	<b>Please list the required documents and their dates of cover and include the certificates with your application or advise the date that these will be supplied to the Town Council.</b>	
First Aid Who will be responsible for First Aid in the case of medical need?	<b>Please insert name of person and contact details or name of organisation.</b>	

### SECTION 3 – CHECKLIST TO BE COMPLETED BY HIRER

Please complete the following and return to Lydd Town Council and keep a copy for your records. If the required documents are not included at the time of submitting your application please include date they will be provided in right hand column.

DOCUMENTATION	HAVE YOU COMPLETED OR OBTAINED THESE? PLEASE INSERT YES OR NO	HAVE YOU PROVIDED COPIES TO LYDD TOWN COUNCIL? PLEASE INSERT YES OR NO IF NO PLEASE PROVIDE DATE BY WHEN YOU WILL SUPPLY
Read the Terms and Conditions and Completed the Hire form?		
Public liability insurance for the event (you or organiser)		
Event Risk Assessment		
Temporary Event Notices (TEN) for alcohol and music		
Road Closure Permission		
Review of anyone preparing and or serving food and compliance with relevant food health		
Fairground ride Health and Safety Risk Assessment and Guild Membership		
Permission to use Manor Road Pavilion for electricity, water, toilets etc		

<b>To be completed by Hirer</b>	
Print Name	
Signature	
Date	
<b>To be completed by Lydd Town Council</b>	
Date application received	
Proof of ID received and approved	
Supporting documents received	
<b>Approved under delegated authority</b>	
Application approved	
Name of Officer	
Signed	
Date	
Reported to Council (Date of meeting)	
<b>Referred to Council for approval</b>	
Meeting date application referred to	
Approved	
Councillors recorded votes	
Application refused	
Councillors recorded votes	
Date applicant advised – indicate email, letter	
In case of cancellation please indicate by Council or applicant and reasons and date of cancellation.	

**Adopted by Lydd Town Council at its meeting on 8<sup>th</sup> September 2025.**