

**BOOKING FORM FOR:
FAIRS, CIRCUSES AND OTHER OUTDOOR EVENTS**

NOTES FOR COMPLETING FORM

Complete section A (Details of event and site required)

Complete section B (Details of event organiser)

Observe and comply with section C (Charges and Special Conditions)

Complete and sign section D (Declaration)

SECTION A

EVENT NAME: Locke Park Charity Bonfire and Fireworks

SITE REQUIRED: Locke Park - Main car park, adjacent fields, adjacent hardstanding play areas.

DATE OF EVENT: FROM 31/10/2025 TO 02/11/2025 - Main event on 01/11/2025

TIMES: FROM 08:00 31/10/2025 TO 13:00 02/11/2025

DOES YOUR EVENT INCLUDE ANY OF THE FOLLOWING LICENSABLE ACTIVITIES (PLEASE TICK)
(PLEASE NOTE SCHEDULE 2 IN TERMS AND CONDITIONS OF BOOKING)

LIVE MUSIC	☐	RECORDED MUSIC	☐	PERFORMANCE OF A PLAY	☐
DANCING	☐	SALE OF ALCOHOL	☐	BOXING OR WRESTLING	☐
LATE NIGHT REFRESHMENTS AFTER 11.00 PM	☐				

PLEASE WRITE BELOW, WHICH ACTIVITIES NAMED ABOVE OR ALTERNATIVELY ANY OTHER ACTIVITY NOT MENTIONED THAT WILL BE THE MAIN FOCUS OF THE EVENT.

Bonfire and firework display. Funfair provided by Roger Tuby & Son.

* Should you be considering having a funfair at your event, please contact us prior to booking said funfair to enable the Authority to carry out the necessary checks. Fairgrounds will only be allowed in line with Showman's Guild rules.

SECTION A Continued ...

ANTICIPATED NUMBER OF SPECTATORS AT THE EVENT

4000-7000 (capped)

500+ *

WILL THERE BE A CHARGE FOR ADMISSION TO THE EVENT

YES

NO

WILL THERE BE A BAR ON SITE/ALCOHOL SOLD AT THE EVENT

YES *

NO

* (A Temporary Events Notice will be required should you anticipate more than 500 attendees).

* (A license will be required should you wish to have a bar at the event)

* Please contact Licensing on 772468 for further information)

WILL THERE BE ANY STREET TRADERS OR STALLS AT YOUR EVENT (PLEASE SELECT ONE):

NO STALLS

☒

LESS THAN 5 STALLS

please contact streettrading@barnsley.gov.uk
before making application

☐

5 STALLS OR MORE

please contact markets@barnsley.gov.uk
before making application

☐

ATTRACTIONS PLANNED TO BE ON SITE OR TAKE PART IN THE EVENT ARE:

MOBILE CATERING UNIT

☒

HOT AIR BALLOONS (please state number)

☐

ICE CREAM VANS

☐

BALLOON RACE WITH GAS CYLINDERS

☐

CHILDREN'S PLAY EQUIPMENT

☐

ARMY OR SERVICE DISPLAY

☐

ANIMALS – HORSE/DONKEY RIDES/
ANIMAL DISPLAYS ETC.

☐

COMMERCIAL STALLS

☒

CRAFT STALLS

☐

LARGE RIDES (approx 2)

☒

AMUSEMENT ARCADES

☐

OTHER (please state below):

☐

BOUNCING CASTLE/INFLATABLE SLIDE

☐

Catering, commercial stalls, large rides all provided by
Roger Tuby & Son.

VINTAGE VEHICLES

☐

SECTION B

NAME OF EVENT ORGANISER: [REDACTED]

NAME OF SITE MANAGER IF DIFFERENT FROM ABOVE:

TELEPHONE NO. [REDACTED] E-MAIL: [REDACTED]@[REDACTED].[REDACTED]

NAME OF ORGANISATION: Barnsley Round Table

COMPANY/CHARITY NO. (IF APPLICABLE)

TELEPHONE NO. [REDACTED] E-MAIL: barnsley@roundtable.org.uk

WEBSITE: <https://www.facebook.com/BarnsleyRT/> ADDRESS: 19 Barberry Court, Barnsley, S70 3RS

SECTION C

BOND: £

SPECIAL CONDITIONS: Observe and comply with Terms and Conditions supplied; The Licensing Act 2003;

SECTION D

I agree to rent the site in accordance with the Terms and Conditions of Letting and in accordance with any additional advice/recommendations made by Parks Services Management Team

Signed on behalf of the Organisation: ■■■■■■ **Dated:** 29/07/2025

Name: ■■■■■■

Position: ■■■■■■

Signed on behalf of the Council: **Dated:**

Name:

Position:

Check list:

Please make sure you have fully completed and enclosed the following:

	Tick
Completed Section A	✓
Completed Section B	✓
Enclosed payment as stated in Section C	Provide invoice
Signed declaration in Section D	✓
Enclosed details of Public Liability Insurance	✓
Enclosed layout plan and event site	✓
Risk Assessment	✓
Applicable Licencing Obtained (Street Trading Consent or Market Licencing)	n/a

Please return to:
Parks Services, PO Box 634, BARNSELEY, S70 9GG

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