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Dear

Thank you for your interest in running an event at a Woking Borough Council owned site. If you have not already done so, please fill in the online booking form available at <https://www.woking.gov.uk/leisure-and-culture/recreation-and-green-spaces/apply-hire-open-space> with full details of the proposed event. Please ensure you apply well in advance of the date proposed for the event.

Once your application is received, the Council will be in contact to discuss further arrangements relating to your booking. As a minimum you will be required to submit the following paperwork before final approval for your event is granted:

- Proof of **public liability insurance** for the event organiser, as well any contractors or other organisations operating at the event, with at least **£5 million worth of indemnity**.
- **Risk assessments** for the event, as well as individual activities, contractors or organisations where appropriate.
- A **site plan** showing the layout of stalls, activities and any other infrastructure, as well as access / egress and emergency access route(s).
- A **fire risk assessment** where appropriate.

Depending on the size of the event and the activities included additional paperwork may also be requested. All paperwork must be submitted at least 4 weeks before the event.

The Council has put together this Open Space Hirer's Pack to assist those organising events and other activities at its sites, should they require it. Please note that this advice is scalable depending on the size of the event, and some aspects may not be relevant to all events. However, due to their complexity, if you are looking to run a larger event or one over several days, please liaise with the Council well in advance.

Kind regards