



OFFICE USE ONLY:		
Application approved: Y / N	Payment method: CHQ no:	Date:

## Event Application Form – 2019/20

Please send the completed form to:  
The Ashdown Forest Centre, Wych Cross, Forest Row, RH18 5JP or email [conservators@ashdownforest.org](mailto:conservators@ashdownforest.org)

If you have any enquires, contact our office on 01342 823583

1. Organiser details					
First name: .....		Last name: .....			
Organisation name:.....					
Address:.....					
.....					Postcode: .....
Telephone number: .....		Email:.....			
2. Event Type					
Name of Event:					
Expected number of participants					
Cycling		Triathlon		Running	
Walking		Horse Riding		Dog Walking/training	
				Orienteering	
				Other	
Description of event – please give as many relevant details as possible:					
3. Event Details					
Date of Event:		Start Time		Finish Time	
Starting Location			Finishing Location		
Route (if applicable) – include map if possible					
Parking Restrictions:	<b>No wheeled vehicles may be taken out of the car park onto Ashdown Forest</b> <b>No parking on the verges</b>				
Which Car Park(s) would you prefer to use?			Approximate number of vehicles expected		
Are you providing stewards/marshals/first aiders					
If you wish to use portaloos or gazebos contact the office to discuss your requirements					
For filming and photography a separate licence is required. Application form available from our website					
Refreshments are not permitted to be sold to participants or the public					

#### 4. Donations

All donations go towards the conservation and preservation of Ashdown Forest.  
A minimum of £1.50 per participant is suggested

#### 5. Payment of deposit and admin fee - please tick

- Payment by cheque made payable to The Conservators of Ashdown Forest
- Payment by cash
- Payment by BACS (HSBC, Sort code: 40 18 39, Acct no: 5111 6215)
- Payment by credit or debit card (Please contact the office)

#### 6. Terms and conditions

I enclose a copy of the current public liability insurance – minimum cover of £5 million (please tick)

I acknowledge that the information listed in this application is accurate and that it does not confer permission for the event (please tick)

I (the organiser) agree to follow the Events Guidelines

Signed:

Date:

#### 7. Office use

- Payment for admin fee £25
- Cheque for deposit    Amount received                      Amount returned                      Date returned
- Copy of public liability insurance
- Approved by Conservation Officer                       Special Requirements
- Agreed by Chase Ranger
- Temporary Licence Issued                      Date:
- Donation received    Amount                                              Date

## The Conservators of Ashdown Forest



### EVENT ORGANISERS' INFORMATION SHEET

Ashdown Forest is a popular location for a wide variety of events, such as sponsored walks, running, orienteering, triathlon, road cycling and equestrian activities. The Conservators are responsible for licencing these events in order to comply with the Bye-laws and the Ashdown Forest Act 1974, taking into account the long-term conservation of the Forest.

#### Definition

The term 'Organised Event' refers to any group activity which:

- requires way-marking, setting up checkpoints or bringing equipment on to the Forest
- involves participants on cycles or horses or flying model aircraft
- is carried out for commercial purposes

The term 'Organised Event' does not include groups of people simply meeting to walk or run on the Forest. However, it would be appreciated if organisers of such activities notify the Forest Centre of their plans on Health and Safety grounds: see the section on 'Group Walks' below.

**All Organised Events must have a temporary licence issued before the day of the event**

#### Requirements for Organised Events

- The Organisers of an Event must obtain the written consent of the Conservators not less than two weeks in advance of the intended date.
- The application must include a nominated individual to act as the responsible person for the Event.
- The Organisers are responsible for the safety of participants in the Event and must provide evidence of adequate public liability insurance before permission can be granted. The Conservators will not be responsible for any accidents, damage or injury sustained as a result of the event.
- It is the responsibility of the Event Organisers to provide adequate signposting, route marking, car parking (more below), toilet facilities, First Aid, marshalling and to ensure removal of litter, route markers and any other equipment or items brought in for the Event. Any signposting must be agreed with the Forest Centre
- Arrangements must be made for car parking (no parking on the Forest, verges or tracks) so as not to overwhelm the designated car parks to the exclusion of other visitors to the Forest.
- The Organisers must restore areas of the Forest used during the Event to the condition in which they were found, except for unavoidable wear and tear.
- We may impose restrictions on use of parts of the Forest, for example to avoid temporary cattle enclosures or ecologically fragile areas. We may also require an Event to be rescheduled or relocated if the date clashes with other proposed Events and cannot take place safely or sensibly at the same time.

## **Fees and charges**

- The Conservators will levy an administration charge of £25 which will also cover any additional staffing that is necessary before and during the Event and as a contribution to the long-term costs of managing the Forest.
- The Conservators will also require a deposit to cover costs of any repairs, making good or cleaning up that is necessary after the Event. This deposit will range from £50 for a small event to a maximum of £500 for a large one and will be refunded in full if no costs are incurred. (Contact the office to arrange the deposit)
- The deposit and fee may be waived for charity events or at the Conservators' discretion.

**The Conservators may refuse permission for an event should any of the above conditions not be met, or if they were not met for a similar event by the same organisers in the past.**

## **Group walks**

Organisers of group activities on the Forest that fall outside the definition of 'Organised Event' are nonetheless strongly advised to contact the Forest Centre in advance.

This will:

- make it possible to manage clashing events
- bring local knowledge to bear in choosing the most appropriate route
- provide guidance on parking (note that car parks can be closed by the Rangers for various reasons)
- alert the Rangers in case emergency assistance or other help is needed

...and so help to ensure a safe and successful group activity for all concerned.

## **Getting started**

If you are planning an Organised Event or other group activity, please contact us with as much notice as possible:

Email: [conservators@ashdownforest.org](mailto:conservators@ashdownforest.org)

Tel: 01342 823583

As per section 23 of the Ashdown Forest Act 1974:

*"No assembly (organised gathering) of not less than 100 persons shall be held without the prior written consent of the Conservators who shall not grant such consent without the approval of local authorities"*