



Chester
BID COMPANY
Retail | Business | Leisure

**APPLICATION FOR CONSENT TO HOLD A PROMOTION
IN CHESTER CITY CENTRE**

Applicant Ref (Internal use only):.....

Name:		Fax:	
Company:		Mobile:	
Tel:		E-mail:	
Full invoice address:			

CH1ChesterBID have been appointed by Cheshire West and Chester Borough Council to manage all city centre commercial spaces.

Thank you for your application to hold a promotion in Chester City Centre. Your application is important to us and on behalf of CH1ChesterBID and Cheshire West and Chester Borough Council, we hope you enjoy your time in the beautiful historic walled city of Chester.

We very much look forward to receiving your completed application form and welcoming you to Chester.

Please complete the following form and return to CH1ChesterBID:



CH1ChesterBID, 9 Lower Bridge Street, Chester, CH1 1RS

Telephone: 01244 403680

Website: www.ch1chesterbid.co.uk

email: info@ch1chesterbid.co.uk



EVENT DETAILS:

Date and time of event: _____

Description of proposed event: _____

Description, including size, height and weight of displays/ equipment etc. to be used (please include any visuals): _____

Supporting vehicles are not allowed, essential vehicles only – Please provide the registration number of the essential vehicle:

Size/Weight/Type of essential vehicle:

Do you propose to have music?

Yes	<input type="text"/>
No	<input type="text"/>

If yes, please give details: _____

Will you be giving out samples?

Yes	<input type="text"/>
No	<input type="text"/>

If yes, please give details of how you intend to manage litter and waste removal:

Contact name and telephone number of person who will be on site during the promotion:

Name: Mobile Number:

Time of arrival for rigging up _____

Time of arrival for de-rig and de-build _____

Please note that any vehicles needing access to the promotional area will need to arrive before 10am and will not be permitted to leave the promotional area until after 4:30pm

Vehicles will not be allowed on site between these times as the area becomes pedestrianised.

PUBLIC LIABILITY INSURANCE COVER:

To hire a commercial site, information site or performance space you must have Public Liability Insurance cover of £5m. Please enclose a copy of your public liability insurance certificate.

Company Name: _____

Expiry Date: _____

Commercial Site Hire Rate Card

When hiring a Commercial site in Chester City Centre, your payment is used to support you prior to and on the day of your event. It is also used to cover administration and management costs. A portion of the fees contribute to the upkeep of Chester's historic core, making it a City that our visitors (your customers) will look forward to visiting and returning to.

Commercial Charges:

Thursday – Saturday up to £600 per day

Sunday – Wednesday up to £450 per day

Information Site Charges:

Religious no charge

Charity up to £100 per day

Government up to £80 per day

The Information Sites are used for Public awareness, charitable information and Government information only. Information sites cannot be used for Commercial activities without paying the appropriate fee.

If you are intending to make any collections for charitable purposes you will need to apply to Cheshire West and Chester Licensing team at least 28 days in advance.
 Telephone 0300 123 8 123

You will need to apply for a Charitable Street Collection Licence under the Police Factories and C (Miscellaneous Provision) Act 1916 as amended by the Local Government Act 1972.

You will also need to comply with the guidance and charges as set out in this document.

COMMERCIAL SITE LOCATION:

	SITE	TOTAL DAYS	AMOUNT
Town Hall Square			£
Eastgate Street (opposite Debenhams)			£
The Cross			£

INFORMATION SITES:

	SITE	TOTAL DAYS	AMOUNT
Town Hall Square			£
Eastgate Street (opposite Debenhams)			£
The Cross			£

Terms & Conditions of Hire

Our aim is for your event to be as successful as possible for you and for your time spent in our City to be enjoyable and worthwhile. For your convenience we have listed below how we will work together to help make your event a success.

1. All activity must be covered by Public Liability Insurance with cover of £10m. Some events may require a Risk Assessment and Method Statement. These documents will be requested when appropriate
2. Agreement of use of these sites does not allow 'trading' of any kind.
3. The event will be subject to advance booking and suitability assessment. When agreeing commercial promotions, consideration will also be given to ensure there is no 'conflict of interest' element with other City Centre businesses.
4. Promotions should always help to improve the vitality of the City Centre and bring benefit to existing businesses and the public, and cause minimal disruption.
5. Use of spaces will normally be considered on a first come first served basis providing the promotion meets the standard criteria.
6. The specific area for the promotion will be determined by CH1ChesterBID in consultation with the relevant CWaC departments as appropriate.
7. The nature of the promotion should not adversely affect pedestrian flows, public safety, and the general environment on the interests of surrounding business service or residents. Structures which are deemed too large for the location will not be permitted.
8. All promotions should comply with the relevant legislation including health and safety, environmental health and highways and provide any necessary documentation required including public liability insurance. A risk assessment may be required for the promotion. If so, it is the responsibility of the organiser to produce this 7 days in advance of the promotion. Food is not permitted as part of your promotion without prior approval by CH1ChesterBID.
9. The direct selling of goods, services and products will not be permitted. All promotions must fully comply with the current condition of use document.
10. The applicant must pay the appropriate fee in advance to CH1ChesterBID on

- production of a CH1 Invoice.
11. Previous use does not guarantee future permission will be granted.
 12. On behalf of Cheshire West and Chester Borough Council, CH1ChesterBID reserves the right to refuse permission for any promotion not deemed suitable, and the right to terminate any promotion where the applicant does not conform to the original agreement and conditions.
 13. Under no circumstances should your presence create litter of any kind. Any waste produced by the promotion must be removed from the site, transported and disposed of in accordance with the environmental protection Act 1990. It is not permitted to hand out stickers which can be misused by the General Public. Leafleting is not permitted anywhere in the city centre; all literature must be displayed on a stall for public interest only. It is perfectly acceptable for the public to take a leaflet of their own accord.
 14. When handing out samples, waste bins are essential.
 15. Any activity may be asked to relocate to a different site to make way for a Cheshire West and Chester Borough Council.
 16. Posters, flyers or any other type of promotional information relating to your promotion cannot be placed on street furniture (including lamp or signposts) or anywhere outside of the licensed area for promotion. No part of the promotion/Structure should be affixed to the public highway.
 17. Any generators used must not exceed a noise level of 50 dbA when measured at 1m from the generator itself.
 18. If the consent holder (i.e. the applicant/organisation) is asked to move their location by a representative of CH1ChesterBID, CWaC, Police or Fire Service they must comply with that request. Reasons for this request will be given.
 19. The consent holder will be responsible for the reasonable cost of any repair to the highway or street furniture if damage is caused by their event.
 20. The consent holder must ensure that the sound levels generated by the promotion are reasonable and do not cause any noise nuisance to other businesses in the vicinity. If a complaint is received, immediate action must be taken. Loud speakers will not be permitted for the purposes of direct advertising. It is an offence under the Control of Pollution Act 1974 to directly

advertise a product or service using a loudspeaker.

21. Flashing lights, lasers or strobe effect lighting is not permitted
22. Public and community use Public toilet facilities are available throughout the City Centre at various locations.

There are a number of car parks throughout the city centre, both private and council owned. The nearest car parks for the promotional sites are located at the Grosvenor Car Park (for Eastgate Street site) and the Market car park (for the Town Hall Square and Cross site). (Please see enclosed map)

23. For events using branded vehicles, drip trays must be shown to a member CH1ChesterBID before the event can set up; if these cannot be produced the event will be asked to vacate the site.
24. No structures will be allowed to be erected at any site without prior approval from CH1ChesterBID on behalf of the Highways Authority. Placing a structure upon the Highway will require consent via a license pursuant to section 115e of the Highways Act 1980 (Local Government Miscellaneous Provisions Act 1982).
25. Please ensure that your Event Manager has a signed copy of the Terms and Conditions with them on the day(s) of the event. If they cannot produce these documents, they may be asked to vacate the site.

Please note:

There is no power facility at any of the commercial sites, all events that need to use electricity, must bring their own silent generator.

There is no water supply for any of the commercial sites.

Cheshire West and Chester Councils Parking Services are willing to assist with parking permits and information regarding parking for the duration of your stay in Chester. Please allow a minimum of 48 hours notice in advance to ensure your parking needs are able to be dealt with. Their contact number is 0300 123-8-123.

Please return completed form to:

CH1ChesterBID
9 Lower Bridge Street
Chester
CH1 1RS

Tel: 01244 403680

Email:
info@ch1chesterbid.co.uk

Useful Websites:

[CH1ChesterBID;](http://www.ch1chesterbid.co.uk)
www.ch1chesterbid.co.uk

[Cheshire West and Chester Borough](http://www.cheshirewestandchester.gov.uk)
[Council: 0300 123 8 123](http://www.cheshirewestandchester.gov.uk)

www.cheshirewestandchester.gov.uk