

**Charlie Newcombe**  
**Christ Church Huntingdon**

23 September, 2022

Dear Charlie

RE: Event: Christ Church Huntingdon Thongsley Fun Day  
Site: Open Space adjacent from 73 Thongsley Road, Huntingdon  
Date(s) Saturday 1<sup>st</sup> October 2022

Further to my letter of 06 September 2022 about the above event in open space adjacent to 73 Thongsley Road, Huntingdon, I am pleased to confirm your event can go ahead in accordance with your plans, safety arrangements and the HDC Events Policy.

If your plans change, for example you'd like to arrange additional activities or change your arrival or departure time, you will need to ask us as soon as possible.

If we have not received your ground deposit or payment cheques you will need to drop them off or post them to Eastfield House before your event. Please keep them separate as they are processed differently.

Refundable Ground Deposit: £100 This will need to be paid in advance by cheque, made payable to Huntingdonshire District Council and dropped off to Eastfield House, Latham Road, Huntingdon, Cambs, PE29 6YG.

Charge for use of site: £0

Total Charges (not including the refundable Ground Deposit): £0

This must be paid prior to your event.

**Any keys that need to be collected will be available at Eastfield House, Latham Road, Huntingdon, Cambs, PE29 6YG**

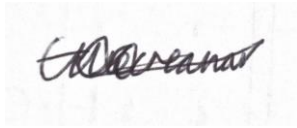
Please remember:

- The overall safety of your staff, volunteers, participants and the public remain your responsibility. Huntingdonshire District Council cannot be held liable for any omissions or mistakes in the paperwork you have submitted to us.
- The security of the site is your responsibility so you must ensure access gates are monitored or locked at all times. If unauthorised vehicles access the site you are responsible for any costs incurred in removing them.
- Do not replace our padlock as our colleagues may need access to the site. If you wish to ensure a number of people have key access then you can put your own padlock adjacent to ours.
- If HDC bins become full during your event, **you are responsible for emptying them**. The outer cover unscrews upwards. You will need to ensure you have suitable bin bags. Do not leave them overflowing during, or after, your event. All rubbish must be removed from the site as soon as possible to prevent vermin spreading it.

- If there is damage to the site, or litter/rubbish we have to clear up, then we may need to keep your refundable deposit. We would liaise with you over this.

I wish you all the best for your event and hope it is a great success.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ellie McCreanor', is positioned above a faint, light-colored rectangular stamp or watermark.

Ellie McCreanor  
Open Spaces Support Officer  
Operations