

Guidance Notes for Booking the Evanton Village Green

1. The attached booking form to use the Village Green is for local voluntary groups only and there is no charge for its use. *(Commercial organisations wishing to book the Green need to apply separately to the Secretary, Evanton Community Trust)*
2. Please complete the attached form in full. It must be signed by someone accepting full responsibility for the booking on behalf of your organisation. Completed forms should be returned to the ECT Secretary at the address below.
3. **Insurance** It is important organisations holding events on the Green have adequate public liability insurance and a copy of your current insurance policy should be attached to the form. *(In the event that public insurance liability is not evidenced then the organisation is required to sign a disclaimer indemnifying Evanton Community Trust from any claims)*
4. **Child Protection Policy** Organisations assuming direct responsibility for children attending events held on the Green, must ensure they have a Child Protection Policy in place in line with the Scottish Government's requirements. Organisations should ensure children are protected and are provided with a safe environment. For further information go to <http://www.forhighlandschildren.org/> or you can download the booklet "Child & Adult Protection Guidance for Community Groups in Highland" from here http://www.forhighlandschildren.org/2-childprotection/publications_56_2123070761.doc
5. **Consultation with Police** Groups planning to hold public events on the Green should notify and consult with local police for advice and guidance well in advance of the event.
6. All organisations must ensure that the Green is left in a neat and tidy state after their event has ended and all rubbish and waste must be removed from the site.

The Secretary
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