



## **SHAWBURY PARISH COUNCIL**

**Web Site: [www.shawbury-pc.gov.uk](http://www.shawbury-pc.gov.uk)**

**Parish Clerk: Jack Wilson**

**6, Primrose Drive, Sutton Park, Shrewsbury, SY3 7TP**

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Dear

### **USE OF RECREATION GROUND FOR CHARITY FUNCTIONS**

Shawbury Parish Council is always willing to consider applications from charitable organisations who wish to use the Recreation Ground for fund raising activities.

All applicants are asked to complete the attached form and return it to the Parish Clerk at the above address, together with a Risk Assessment for the event and a copy of the Third Party Liability Insurance Certificate.

You are strongly advised to ensure that any vendors operating at your event have their own Risk Assessment and Insurance cover.

Please note that there are no public toilet facilities on the field or in the village and only limited car parking spaces. No charge is made for the use of Recreation Ground but you are asked to adhere to the agreed times and to leave the area in a neat and tidy state.

The Recreation Ground is a community facility and members of the public have a right to access the area whilst your event is in progress.

The Parish Council cannot be held responsible for any loss or damage that occurs.

Please contact me if you wish to discuss any issues relating to the planned function.

Yours sincerely

Jack Wilson  
Parish Clerk

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