CITY CENTRE BOOKINGS

LICENCE TO USE ELECTRICITY SUPPLY IN MARKET SQUARE/PLINTH/ICP/NEW STREET SQUARE AREAS

LICENSOR (hereinafter referred to as the Council)
Lancaster City Council
Town Hall
Dalton Square
Lancaster
LA1 1PJ

LICENSEE

EQUIPMENT
The electrical supply and power point positions are located within Market Square and at New Street Square, Lancaster as shown on the plan below. Each supply point is housed within a paving slab approx. 30cm in size. The specific supply point to be used by the Licensee is/will be indicated on the plan below.

The supply point housed on the northern side of the plinth consists of 2 x 16 amp 240 volt sockets and 1 x 32 amp 240 volt socket. The other five supply points each have 3 x 16 amp 240 volt sockets. All sockets are campsite/outdoor sockets (not suitable for interior household plugs). All are protected with Residual Current Devices within each supply point and are covered.

USE
To use the Equipment to supply electricity for the following City Centre Booking:

……………………………………………………………………………………………………………………

to be used for the following items:

……………………………………………………………………………………………………………………

FEE
A daily charge of £10 will be levied for use of the Equipment and electricity. This will be payable by debit/credit card prior to use. If the usage is found to be at a higher rate than the £10 charge then the Council reserves the right to readjust this amount retrospectively to cover the actual costs.

The daily charge will be reviewed on 31st March each year.

A deposit of £75 is payable prior to use which will be held in case of damage to the Equipment or for any call-out of Council electricians in relation to the usage of the Equipment where the interruption to supply is not the fault of the Council. If no call out or repair is necessary during the usage period the deposit will be refunded following checks on the equipment after the event.

PERIOD
On ………………………………………………………………………………………………………………………

between ……………………… and ………………………

**INDEMNITY**

The Licensee hereby undertakes to indemnify the Council against all claims, actions, costs, demands, losses, injuries, charges, expenses and liabilities whatsoever which arise either directly or indirectly as a result of the use of the Equipment, and undertakes to effect suitable and sufficient insurance cover to cover this indemnity.

The Council permits the Licensee to use the Equipment for the Period and for the Use stated above. The Use of the Equipment by the Licensee for the Period shall in no way limit or diminish the rights and powers of the Council as owner of the Equipment.

**ASSIGNMENT**

The Licensee is not to assign or sub-contract any of his/her rights or duties under this agreement.

**OTHER TERMS**

Before using the electricity supply on site the Licensee will be required to ensure checks on their electrical equipment are up-to-date, and provide evidence of this in the form of a current PAT electrical sticker on each item of electrical equipment. The Licensee must visually check all their electrical equipment for damage prior to each use of a supply point. Should any damage or loss of supply be discovered prior to usage of the Council’s supply/equipment the Markets Department must be informed immediately on 01524 582504, 07508 328604 or 01524 414251. (If no one can be contacted on the above numbers, please contact Lancaster City Council’s Central Control Department on 01524 67099.)

It is the Licensee’s responsibility to ensure the electrical supply is sufficient for their use and it is recommended that advice be sought from an independent qualified electrician prior to use.

The Equipment is not to be used in such a way as to cause a danger, nuisance or inconvenience to owners or occupiers of neighbouring properties or members of the public. The Licensee must comply with all relevant Health & Safety legislation during the Period.

The Licensee is to undertake a written risk assessment in relation to use of the Equipment which must be submitted to the Markets Department at least two weeks prior to use.

Access to the Equipment is via a key which can be obtained by prior arrangement with the City Centre Bookings Team on 01524 414251 and which must be signed for below. The key must be returned to a Council representative at an agreed date and time following the period. The Equipment will be checked with the Licensee when the key is returned.

Should there be any problem with the electricity supply during the Period, the Licensee should contact the Markets Department on one of the above numbers who will arrange for an emergency electrician to attend. Please note the call-out fee of £75 will be taken from the deposit paid by the Licensee and an invoice will be issued to the Licensee for any additional costs appertaining to any repairs required, if it is discovered that the interruption to supply is the fault of the Licensee.

**DIRECTIONS FOR USE OF EQUIPMENT**

To unlock and open the supply point insert key, turn a quarter-turn and pull upwards which opens the concrete lid. Inside each supply point there are 3 sockets with covers on them which can be unscrewed to access the sockets. There are three gaps around the edge of each supply point to allow the cables to run out of them while they are closed.
After connecting or disconnecting cables, the lid must be closed and locked immediately. **The lid must not be left open and/or unlocked at any time.**

After disconnecting any cables from the sockets, the covers must be immediately screwed back on to prevent ingress of water, insects and dirt, all of which can damage the supply points. Also if access is needed to the MCB (where the fuses are located), the cover on this must also be screwed back on immediately after use.

Any damage to any part of the supply point (including damage to the covers preventing them from being screwed back on) must be reported to the City Centre Bookings Team immediately on 01524 414251.

All cables used in areas to which the public have access must be covered by a high-visibility cable protector at all times (either a cable protector with high-visibility colouring incorporated into its design or a cable protector covered in high-visibility tape). **Failure to do so will result in the Licensee’s licence to use the Equipment being terminated with immediate effect.**

I have read and understood the above terms and conditions. In particular I have read and understood the health and safety requirements in the section Directions For Use Of Equipment and will comply with these instructions at all times. I understand it is my responsibility to ensure all electrical safety whilst using the Equipment during the Period. I understand I will be invoiced for any call-out necessary and repairs required as a result of the call-out if it is discovered that the interruption to supply is not the fault of the Council (if the amount is over and above the deposit fee paid).

Signed: ...................................................................................
(Authorised signatory on behalf of the Council)

Position Held: .................................................................

Dated: .................................................................

Signed: ...................................................................................
(On behalf of the Licensee)

Print Name: ...............................................................  

Dated: ...................................................................................
For office use only

Area checked after event by: ........................................ Date/Time: ..................