



Katy Fuller
Hull 2017 UK City of Culture
40 High Street
Hull
HU1 1PS

Parks Central Office
East Park Central Pavilion
East Park
Holderness Road
Hull
East Yorkshire
HU8 8JU

Your Ref:
My Ref:
Tel: 01482 616641
Email: stewart.kenny@hcandl.co.uk
Date: 28th July 2017

Dear Katy

Re: Epicycle – 12th & 13th August 2017

Thank you for your application to hold the *above* event in West Park.

I can now confirm that your booking has been approved and accepted.

Permission has been granted subject to the Terms and Conditions set out in the enclosed Licence.

As per our current event pricing schedule, the fee for the above booking is as set out below:

5 x Set up days @ £258 per day	£1290.00
2 x Event days @ £515 per day	£1030.00
1 x Take down days @ £258 per day	£ 258.00
1 x Licence @ £57.00	£ 57.00
1 x Admin @ £57.00	£ 57.00
-25% Concessionary Discount	£ 673.00
Total	£2019.00

Approved dates and opening times are as below:

12th & 13th August at 21.30 – 22.30

We request that you do not arrive on site before 9am.

Next steps

Correspondence Address:

Hull Culture and Leisure Ltd, Dock Office Chambers, New Cross Street, Hull HU1 3DU

www.hcandl.co.uk

Tel: 01482 300300

Hull Culture and Leisure Limited Company No. 09451253

Registered Address: The Guildhall, Alfred Gelder Street, Kingston Upon Hull, HU1 2AA Registered in England

Hull Culture and Leisure Limited is a Company controlled by Kingston Upon Hull City Council as defined in Section 68 of the Local Government and Housing Act 1989

1. I enclose a copy of the Licence pertaining to this booking, which must be signed and returned to me at the above address as soon as possible and prior to the event date. Please keep a copy for your records.
2. I would advise you that as set out in the Application pack, you are now required to submit a Bond payment in the form of a cheque made payable to Hull Culture & Leisure Ltd. in the sum of £250 per day of the event – total £0.00. A receipt will be issued for this cheque which will be kept safely and uncashed until after the event. After the event, the site will be inspected and if it is found to be clean, tidy and in satisfactory order, this cheque will be banked and the sum deducted from the final balance owing when the final account is raised.

If however the site is judged to have been left in an unsatisfactory state, all or part of the Bond may be withheld to offset the cost of making good the site, should this be the case you will be informed in writing of this decision.

3. Please ensure that copies of all licences and certificates as required are submitted as soon as possible and certainly no later than 14 days prior to the commencement of the event which is the absolute deadline.

Please use this preparation period to liaise with us. You must keep us informed of any changes or developments. We look forward to your event and will work with you, providing any advice to ensure it's success for all concerned.

I look forward to receiving your signed Licence and Bond payment by return.

Should you have any queries or concerns please do not hesitate to contact me.

Yours sincerely,

P.P. P Longman

Stewart Kenny
Parks Area Manager