



Outlook

HSA event 03.07.26

From [REDACTED]
Date Mon 15/06/2026 12:34 PM
To Holt clerk <clerk@holtparishcouncil.gov.uk>

Hi Charlotte,

Please find the additional details requested for the application of holding the Happy's circus event on the village rec next July by the Holt School Association.

Details of Happy's Circus vehicles on site

- One kiosk
- One tent trailer
- Two bunk wagons
- Six caravans/dressing rooms
- Ten vehicles (LCV)

Insurance/licence

The Holt School Association hold public liability insurance through their membership with Parentkind and will also apply for a Temporary Event licence for the bar and BBQ. We hold a annual gambling licence for the raffle that we will call during the interval of the event too.

Happy's circus also holds their own Public liability insurance and the links to this and their other safety documents can be found below.

[Health & Safety Policy & Risk Assessment](#)

[Show Risk Assessment](#)

[Happy's Circus Insurance Policy](#)

[Lifting Equipment Test Certificate](#)

[Big Top Fire Certificate](#)

[Fire Evacuation Plan](#)

[Fire Warden Certificates](#)

[First Aid at Work Certificates](#)

[Food Assessment](#)

[Food Safety/Hygiene Certificates](#)

[Environmental Policy](#)

Parking and traffic management

The Glove Factory Studio have confirmed that we can use Car Park 2 for parking for the event. The HSA will provide at least two people to direct the traffic to this area and to control the parking within the space. They will be wearing high vis jackets so they can be clearly identified. They will be present before the show (12.30pm to 2pm) and also directly after the event (from 4pm) to ensure that this runs smoothly.

We will place signage at the key locations (corner of the GFS main entrance, entrance to the village hall car park, entrance to the GFS car park 2) to direct traffic towards the allocated car parking area. We will also have signage in place to direct people arriving on foot.

Toilets

We are currently looking at quotes from local companies to provide porta loos. As a charity event for the school, we are aware of minimising expenditure where we can so we might also explore other options such as the village hall facilities or those at the Glove Factory Studios. If these options are not available for our use, we will of course provide the porta loos and look for sponsorship to pay for this.

If you think I have missed anything or you need any extra information, just let me know.

Thanks

Kat