

Mark Record
22 Barton Road
Chichester
West Sussex
PO19 3LJ

If calling please ask for: **Sam Lee**
01243 534798
e-mail:
slee@chichester.gov.uk

Our ref:

Your ref: **1st June 2022**

Dear Mark

Further to your recent application I am writing to confirm that your request for the Chi Cycle Pop-up Eco Fair events has been approved subject to the following conditions and those as stated in the hire of land application pack.

Sunday 12th June – Whyke Ampitheatre 2-4pm

Sunday 17th July – Oaklands Park 2-4pm

Sunday 7th August - Florence Park 2-4pm

As these are Community events Chichester District Council will not charge a fee for the hiring of the land, however an admin fee of £42.00 is applicable. A damage deposit of £85.00 is also payable which is refundable subject to no damage being caused to the ground or fixtures as a result of the event. If any repairs are necessary they will be paid for out of the deposit. If the cost of repair exceeds the deposit paid we will invoice you for the difference. Full payment has been received with thanks.

If, on the day, there are any problems please contact the Community Careline on 01243 778688 who can assist in the matter.

Wishing you a successful event and should you have any more queries please feel free to contact me.

Yours sincerely

A handwritten signature in black ink that reads 'Lee'.

Sam Lee
Sport and Leisure Officer