



Historic Royal Palaces is the charity that looks after:

Tower of London
Hampton Court Palace
Banqueting House
Kensington Palace
Kew Palace
Hillsborough Castle

We help everyone explore the story of how monarchs and people have shaped society, in some of the greatest palaces ever built.

We raise all our own funds and depend on the support of our visitors, members, donors, sponsors and volunteers.

Barge Walk

APPLICATION FORM AND CONDITIONS OF USE

HAMPTON COURT PALACE EVENTS TEAM



Historic Royal Palaces recognises the positive benefits that organised recreational events can bring by enriching people's experience of these spectacular locations and contributing to the local economy. However, we also want to ensure that any negative impacts, such as increased traffic and disruption to local communities is minimised. If you are planning on organising an event utilising Barge Walk, please get in touch so that we can work with you to help you have a successful event and help to look after our special site at the same time.

Hampton Court Palace attracts over 1 million visitors each year and these visitors are a priority to us as a charity, which receives no funding from the government. In addition to this, we host an incredibly large number of events annually across the entire estate, both our own and those operated by external partners. As such, it is paramount that we balance these events alongside our visitors, and ensure any additional activity will not impact them in a negative way. We also have to consider those individuals who like to enjoy Barge Walk as a public space - and ensure that organised activity in this area does not limit this enjoyment.

It is important that Historic Royal Palaces is contacted as early as possible whilst there is still flexibility in your plans. Organised events do not have permission to use public rights of way - and the use of Barge Walk for these events cannot be guaranteed. Please contact our Event-coordinator who will consult the key stakeholders for Historic Royal Palaces as necessary.

To cover our administration costs all approved applications will incur a £50+VAT fee.

Contact details: hamptoncourtpalaceevents@hrp.org.uk or 020 3166 6507.

Applications for the following year must be made in October and November.



Barge Walk Application Form

Please return completed application to hamptoncourtpalaceevents@hrp.org.uk

Organisation Information		
Company Name:		
Address:		
Website:		
Contact number:		
Contact Information		
Contact name:		
Address:		
Phone number:		
E-mail:		
Event Information		
Name of event/ activity:		
Date:		
Number of participants:		
Start location:	Start time:	
Time of arrival on Barge Walk:	Time of departure from Barge Walk:	
Planned route:		
Details of planned activity:		
Vehicle Access Information – only emergency vehicles permitted		
Name of driver:		
Vehicle Registration:	Vehicle Make:	Vehicle Colour:
Reason for access:		
Application Approval		
<input type="checkbox"/> I have read and understood the terms and conditions pertaining to the use of Barge Walk.		
<input type="checkbox"/> Should any details of this activity change I confirm that Historic Royal Palaces shall be notified immediately.		
Signature of applicant:		Date:
Printed name of applicant:		
For Historic Royal Palaces use only:		
Approval granted by:		Date:
Signature:		



Terms and conditions of Barge Walk for public events

Permission is given on condition that:

- a) All participants and officials keep to the agreed course as detailed in the application form approved by Historic Royal Palaces.
- b) No annoyance is caused to, nor is interference made of general public persons using Barge Walk.
- c) You will leave Barge Walk in a clean and tidy condition or pay compensation to Historic Royal Palaces in respect of any damage which may be caused to property belonging to or under the control of Historic Royal Palaces, arising from your use of Barge Walk. Please advise your participants not to leave any litter on-site.
- d) You will indemnify Historic Royal Palaces against all claims and proceedings in respect of personal injury (including death), loss of or damage to property arising out of your use of Barge Walk.
- e) Any instruction which may be given by a staff member of Historic Royal Palace is complied with.
- f) All site regulations are observed – your attention is drawn particularly to those prohibiting the collection or soliciting of money (i.e. donations or subscriptions) the selling or distribution of materials (e.g. pamphlets, programmes or newspapers), the exhibition of notices, advertisements or other written or pictorial matter (e.g. banners or slogans) and the playing of musical instruments. No refreshments may be sold on-site.
- g) No vehicles to come on-site, except emergency vehicles.
- h) Sufficient public liability insurance is in place, and full risk assessments and event plans are prepared. The primary duty of care for the participants rests with the organiser of the event and so it is essential that you prepare an event management plan and a full risk assessment. Historic Royal Palaces does not provide assistance with these.
- i) Full payment of the £50+VAT application fee is made prior to the event date.
- j) Details on the application form remain accurate and correct.
- k) Advertising for the event refrains from associating the activity with either Historic Royal Palaces or Hampton Court Palace – and avoids using imagery that promotes an association.

We promise never to sell your data to any third parties. For more details, take a look at our [customer promise](#) and [privacy policy](#).

