

event application form

Name of event

Event location

Event date

Official use only

Event reference number

Date

Department reference

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Section One - Organiser Details

- Name of organisation
- Event organiser/s
- Contact address
- Postcode
- Tel No. - Home
- Tel No. - Work
- Mobile No
- Fax No
- e-mail address
- Event public enquiries number

Section Two - Event Details

- Description of event proposed
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- Is this a (please tick one box only)

Charity event

Fund raising

Non-commercial

Community service event

Commercial

- For Charity Event - Name of Charity
- Charity Registration Number

- Will all income raised go to the Charity concerned? (please tick) Yes No

If no, please give details:

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- Date/time to enter site for preparation
- Start time each day
- Finish time each day
- Date/time the site will be vacated after the event

- Is the event free? Yes No

If no, what is the admission price?

- Will you be selling programmes? Yes No

If yes, what is the proposed price?

Note: Any proposed entrance fees must be discussed with the appropriate department as compulsory admission charges may not be possible for legal reasons and this includes the sale of programmes.

- Do you intend to utilise or permit any of the following attractions at the event? If so, please tick the appropriate boxes (some of these may not be permitted at all sites).

Fireworks/pyrotechnics	<input type="checkbox"/>	Live music **	<input type="checkbox"/>
Carnival/procession	<input type="checkbox"/>	Live entertainment **	<input type="checkbox"/>
Fairground equipment	<input type="checkbox"/>	Lost children point	<input type="checkbox"/>
Aircraft	<input type="checkbox"/>	Barrier/fencing	<input type="checkbox"/>
Parachutists	<input type="checkbox"/>	Marquees	<input type="checkbox"/>
Balloon launch	<input type="checkbox"/>	Portable generator *	<input type="checkbox"/>
Hot Air Balloons	<input type="checkbox"/>	Power supply	<input type="checkbox"/>
Horses/donkeys other animals	<input type="checkbox"/>	Toilets	<input type="checkbox"/>
Motorcycles	<input type="checkbox"/>	Alcohol	<input type="checkbox"/>
Other motor vehicles	<input type="checkbox"/>	Food/drink concessions	<input type="checkbox"/>
Coconut shy	<input type="checkbox"/>	Berthing facilities	<input type="checkbox"/>
Inflatables (e.g. bouncy castle)	<input type="checkbox"/>	Train hire	<input type="checkbox"/>
Portable staging	<input type="checkbox"/>	Bonfire/barbecue permit	<input type="checkbox"/>
P.A. System	<input type="checkbox"/>	Foreshore boat	<input type="checkbox"/>
Stewarding/security	<input type="checkbox"/>	Living history or other	<input type="checkbox"/>
On site communications	<input type="checkbox"/>	Market stalls	<input type="checkbox"/>
Water (limited supply at some sites)	<input type="checkbox"/>	Re-enactment groups	<input type="checkbox"/>

Other: (please specify)

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Note:

- Please supply as much information as possible on all of the items above.
- After this application has been submitted, no additional items may be included without the express consent of the appropriate department.

* Generators are generally not permitted on the highway

** A Public Entertainment Licence may be required if your event is public and consists of music, dancing, singing or similar.

- Do you anticipate the need for:

Road closure

Traffic diversion

On street parking restriction

Car park closure

If you have ticked any of the above, please provide full details of locations, dates and times.

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If a formal traffic order is required, then please allow at least 6 weeks notice.

- Please provide details of the number, weight and size of delivery vehicles and/or participating vehicles and whether they intend to remain on site overnight?

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- You will be required to ensure that the toilet facilities are adequate. Please submit details of your proposals to include method of disposal and if toilets are hired, the name and address of the hire company:

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- Please identify the method to be used in order to maintain the area free of litter and refuse:

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Section Three - Insurance

- Event Organisers are required to hold a current policy of Insurance in respect of Public Liability or Third Party risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the council's Risk and Insurance Section and Legal Section. Under no circumstances shall this be less than £5 million and the council reserves the right to require a higher limit if deemed necessary.
- Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed/authorised to appear at the event.

Note: All documentation must be produced at least 28 days before the Event. Failure to comply may result in the council refusing to grant permission for the holding of the event.

Section Four - Emergency Services

- You are requested to notify the Police and other appropriate Emergency Services.

Please indicate contact made:

Police	<input type="checkbox"/>
Ambulance Service	<input type="checkbox"/>
St. John Ambulance	<input type="checkbox"/>
Red Cross	<input type="checkbox"/>
Fire	<input type="checkbox"/>
HM Coastguard	<input type="checkbox"/>
Other:	<input type="checkbox"/>
	<input type="checkbox"/>

Please supply details of the first aid cover to be provided:

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Section Five - Additional Requirements

- Where appropriate a detailed site plan showing the positions of stalls, marquees, arena, exhibition units, car parking etc. and list of programme items is required. In respect of races etc. a detailed route plan which must also show location of route marshalls, must be provided.

This must be forwarded at least 8 weeks prior to the event.

If permission is granted for the event, I hereby agree to comply with the conditions set out in this form and any departmental terms and conditions and all reasonable instructions given by all authorised Officers of the Council.

Signed

Position

Date

Please send this completed form, together with any supporting documentation to the following:

I have enclosed, where necessary, the following:

Documentation	Yes	No	Evidence of insurance	Yes	No
Signed Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	Insurance for event organiser	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan/Route Plan	<input type="checkbox"/>	<input type="checkbox"/>	Individuals participants	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered **no** to any of the questions, please give details why:

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