



EVENT APPLICATION FORM

It is understood that certain items/details may not be applicable to all events and that some of the details may only be completed following meetings with the Local Authority, Police, Fire & Ambulance Services. However, as much detail as possible should be provided at this stage.

PROPOSAL

Name of Event

Event Location

Date of Event

Section One – Organiser Details

Name of Organisation

Event Organiser(s) i.e the “Responsible Person”

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Contact Address

.....

Postcode

Telephone Numbers: Home

Work (Day)

Mobile

Fax Number:

e-mail address:

Contact details for enquiries from the public (name & telephone preferred) :

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Section Two – Event Details

Description of Proposed Event
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If you would like to find out more information or guidance on the Equalities Act 2010, it is available at www.equalityhumanrights.com.

This is a (please tick one box only)

Charity Event

Fund raising event

Non-commercial

“Community” event

Commercial

Other

(please specify)

For Charity Event:

Name of Charity

Charity Registration Number

Will all income raised go to the named Charity? Yes No

If no, please give details:

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.....

Date & time to enter site for preparation

Start time of event (for public access)

Finish time of event

Date & time 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

* Due to Public Access Byelaws, in most cases, access cannot be restricted to the general public, nor can a charge be made for them to enter the park/open space area.

Activities/Events

Do you intend to utilise or permit any of the following at the event? If so, please tick the appropriate boxes (depending on the site and other issues such as Health & Safety, some of these may not be permitted).

Live Music	<input type="checkbox"/>	Fireworks/pyrotechnics	<input type="checkbox"/>
Live Entertainment	<input type="checkbox"/>	Fairground equipment/rides	<input type="checkbox"/>
Marquees	<input type="checkbox"/>	Carnival/procession	<input type="checkbox"/>
Barriers/fencing	<input type="checkbox"/>	Hot Air Balloons	<input type="checkbox"/>
Toilets*	<input type="checkbox"/>	Horses/donkeys/other animals	<input type="checkbox"/>
Portable Staging	<input type="checkbox"/>	Motorcycles	<input type="checkbox"/>
P.A. System	<input type="checkbox"/>	Other Motor Vehicles	<input type="checkbox"/>
Power Supply*	<input type="checkbox"/>	Inflatables (e.g. Bouncy Castle)	<input type="checkbox"/>
Portable Generator	<input type="checkbox"/>	Bonfire/Barbecue	<input type="checkbox"/>
On-site communications	<input type="checkbox"/>		
Water*	<input type="checkbox"/>		
Alcohol†	<input type="checkbox"/>		
Food/Drink concessions	<input type="checkbox"/>		
Stewarding/Security	<input type="checkbox"/>		
Lost Children Point	<input type="checkbox"/>		

Other (please specify):

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Notes:

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

* Toilet facilities are not available at all sites and you may need to consider hired facilities

* Facilities only available at limited sites

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† A Licence for the sale of Alcohol will need to be arranged. Please contacting the Licensing Office on 01933 231964/231966 for further information and a Temporary Event Notice Application form.

Toilet Facilities

You will be required to ensure that **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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Litter & Refuse

Please identify the **method(s)** to be used in order to maintain the area **free of litter and refuse**:

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Note: The event organiser should ensure that the site is **regularly litter-picked** during the event and at the end of each day.

It is the event organiser's responsibility to arrange **appropriate containers** for the collection of rubbish and the **removal of all rubbish** from the site.

An appropriate **receptacle** for the **collection of rubbish** should be sited adjacent to each **catering outlet**.

The site will be inspected by the Borough Council of Wellingborough following the event. If the above guidelines are not adhered to and the site is deemed to be left in an unacceptable state, the Borough Council of Wellingborough reserves the right to refuse permission for any future hire and to pass on any costs incurred in the clearing of the site.

* This will be dependent on the nature of the event and anticipated attendance. Rough guide for music event a) open for 6 hours or more: 1 female toilet per 100 females; 1 male toilet for 500 males, plus 1 urinal per 150 males. b) less than 6 hours duration: 1 female toilet per 120 females; 1 toilet per 600 males, plus 1 urinal per 175 males. Plus provision for wheelchair users and those with special needs.

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 limit of indemnity shall be £5,000,000, with the Borough Council reserving the right to raise this minimum, depending on the nature of the event, or reducing it in the case of small events.

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.

All documentation must be produced at least 10 days before the Event. Failure to comply may result in the Borough Council refusing to grant permission for the holding of the event.

Section Four – Emergency Services

If appropriate, you are requested to notify The Police Authority and other appropriate Emergency Services of your intention to hold the event.

Please indicate contact made (include names and telephone numbers):

Police Authority	<input type="checkbox"/>
Fire Authority	<input type="checkbox"/>
Ambulance Service	<input type="checkbox"/>
St John Ambulance	<input type="checkbox"/>
Red Cross	<input type="checkbox"/>
Other	<input type="checkbox"/>

Please supply details of the **First Aid cover** to be provided:

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Section Five – Additional Requirements

A comprehensive **Event Management Plan** must be submitted with the application and this must include:

a **detailed site plan** showing the positions of stalls, marquees, arena, exhibition units, car parking, emergency routes etc.

in respect of sponsored walks and race type events (cross-country events etc) a **detailed route plan**, to include the location of route marshals, must be provided.

a list of **programme/event activities**;

provisions for **crowd safety** and **emergency planning**;

a detailed event **risk assessment** and a **separate fire risk assessment**.

This must be forwarded at least 8 weeks prior to the event (12 weeks if traffic restrictions apply).

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

Signed

Position

Date

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

Julia Wells
 Events Officer
 Borough Council of Wellingborough
 Swanspool House Annex
 Doddington Road
 WELLINGBOROUGH
 Northants
 NN8 1BN

I have enclosed, where necessary, the following:

Documentation	Yes	No		Yes	No
Signed Application Form	<input type="checkbox"/>	<input type="checkbox"/>	Event Organiser Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Event Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	Individual participants Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Event & Fire Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>			