Event application form

Name of event

Event location

Event date

Section One - Organiser Details

- Name of organisation
- Contact name
- Contact address
- Postcode
- Telephone number – day
- Telephone number – evening
- Mobile
- Fax
- E-mail address
- Event public enquiries number
- Event website address

www.bexley.gov.uk
Section Two - Event Details

- Description of event proposed (include all activities) __________________________________________
  ______________________________________________________________________________________________
  ______________________________________________________________________________________________
  ______________________________________________________________________________________________
  ______________________________________________________________________________________________

- 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: __________________________________________________________________
  ______________________________________________________________________________________________

- Date/time to enter site for preparation __________________________________________________________

- Event 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? Adults....................

Concessions Discount for families  Children (Include age range)..............................

- Will you be selling programmes? □ Yes □ No
  If yes, what is the proposed price? ________________________________
• Approximate number of people expected to attend __________________________
• Possible alternative site ________________________________________________
• Possible alternative date ________________________________________________
• Do you intend to use the following:
  Highway Directional Signs ☐ Banners/Posters ☐ *See separate banner application

(written approval must be obtained from the relevant Departments and copies supplied prior to final permission being granted)

• Please provide full details:
  __________________________________________________________
  __________________________________________________________
  __________________________________________________________
  __________________________________________________________
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  __________________________________________________________

Note: London Borough of Bexley reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers. This will be charged at £75.00 per item fly posted.
- 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).

<table>
<thead>
<tr>
<th>Attraction</th>
<th>Box 1</th>
<th>Box 2</th>
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<tbody>
<tr>
<td>Fireworks/pyrotechnics</td>
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<tr>
<td>Carnival/procession **</td>
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<td>Fairground equipment</td>
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<td>Aircraft</td>
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<td>Parachutists</td>
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<td>Tents</td>
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<td>Balloon launch</td>
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<td>Hot Air Balloons</td>
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<td>Horses/donkeys other animals</td>
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<tr>
<td>Motorcycles</td>
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<td>Other motor vehicles</td>
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<tr>
<td>Coconut shy</td>
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<tr>
<td>Inflatable (e.g. bouncy castle)****</td>
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<tr>
<td>Portable staging</td>
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<td>P.A. System</td>
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<tr>
<td>Stewarding/security</td>
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<tr>
<td>Live music **</td>
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<td>Live entertainment **</td>
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<td>Lost children point</td>
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<td>Barrier/fencing</td>
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<td>Marquees*****</td>
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<td>Gazebo</td>
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<td>Portable generator *</td>
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<td>Power supply</td>
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<td>Toilets</td>
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<td>Alcohol ***</td>
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<td>Food/drink concessions</td>
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<td>Onsite communications</td>
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<td>Market stalls</td>
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<td>Re-enactment groups</td>
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<td>Living history or other</td>
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<tr>
<td>Other</td>
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Other: (please specify)

Note:
(1) Please supply as much information as possible on all of the items above.
(2) After this application has been submitted, no additional items may be included without the express consent of the appropriate department.
* Generators are not permitted on the highway and must be diesel only.
** A Premises License for Public Entertainment may be required if your event consists of music, dancing, singing or similar.
*** A Performing Rights Society Licence and Phonographic Performance License are required if the event includes music.
**** A license for the sale of alcohol will be required. The type of license will depend on the number of people expected to attend the event.
***** See additional requirements for inflatables on page 7.
****** See additional requirements for marquees on page 7.
• 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.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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

• 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?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

• 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:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

• Please identify the method to be used in order to maintain the area free of litter and refuse:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Note:
• The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each day to ensure that the council’s obligations under the Environmental Protection Act 1990 - Code of Practice on Litter and Refuse is discharged. If the event organiser fails to do this then the council reserves the right to carry out the works in default and charge the event organiser the cost incurred.

• It is the event organiser’s responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any on site skip/litter bins etc. for disposal.

• Where permanent catering facilities are available in the vicinity of the site where the event will take place, the organisers must advise the caterers at least one month before the event takes place of the refreshments they will be providing.

Will you be requiring car parking space for event staff?    Yes ☐   No ☐

And/or general public?       Yes ☐   No ☐

(A fee may be chargeable in certain circumstances).

If yes, please indicate the approximate number of vehicles attending the event, indicate on your site plan your proposed car parking area and how you intend to manage the parking of those vehicles.

__________________________________________________________________________

__________________________________________________________________________

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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, and will be requested to produce copies of insurance for any of the exhibitors, 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 final permission for the holding of the event.

Section Four - Emergency services

- If you are requested to notify the Police and other appropriate Emergency Services, your letter of confirmation will inform you.

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

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Section Five - Additional requirements

- A detailed site plan showing the positions of emergency exits, emergency vehicle egress, stalls, marquees, arena, exhibition units, car parking etc. and list of programme items is required. In respect of races etc. a detailed route plan that must also show location of route marshal’s, must be provided.

- Inflatable’s can potentially be dangerous and pose a health and safety risk if they are not secured adequately or sufficiently staffed. Event organisers are to provide details of the inflatable companies risk assessment, public liability insurance and test certificates ADIPS/PiPAS.

- The use of temporary structures in any of Bexley’s parks and open spaces should now comply with MUTA regulations. This means a MUTA registered company should be used to erect any temporary structure or if the hirer owns their own temporary structures then their staff should have attended a course to ensure they are MUTA accredited.

Note: All documentation must be produced at least 28 days before the Event. Failure to comply may result in the council refusing to grant final permission for the holding of the event.
• Specific arrangements (where practically possible) must be made to ensure disabled visitors are provided with adequate facilities such as parking, toilets and viewing areas (if relevant).
• Applicants who give false or misleading information may invalidate their open space booking hire agreement which may intern invalidate their insurance.

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:

Parks & Open Spaces
London Borough of Bexley
Civic Offices
2 Watling Street
Bexleyheath
Kent
DA6 7AT

Tel: 020 8303 7777

I have enclosed, where necessary, the following:

<table>
<thead>
<tr>
<th>Documentation</th>
<th>Yes</th>
<th>No</th>
<th>Documentation</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Signed Terms and Conditions</td>
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<td></td>
<td>Insurance for event organiser</td>
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<tr>
<td>Site Plan/Route Plan</td>
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<td>Participants at the event</td>
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<td>Risk Assessment</td>
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<td>Stewards Briefing Pack</td>
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<td>Fire Risk Assessment</td>
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<td>PRS and PPL Licence</td>
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<td></td>
<td></td>
<td></td>
<td>(Performing Rights Society and Phonographic Performance License)</td>
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</table>

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