

Event Application Form

Name of event: Family Fun Run
Event location: Basingbourne Park

Section 1 – Organiser Details

Name of organisation	Friends of Basingbourne Park	
Name of applicant ⁽¹⁾	Dave Harrison (Over 18 years)	
Position <i>(if applicable)</i>	Chairman of Friends of Basingbourne Park	
Contact Address	{ 	
Is the above address to be used for invoices? YES/NO – if NO please provide details on a separate sheet		
Applicant Contact Details	Home	
	Work	
	Mobile	
	Email Address	
Event Web Site Address	www.basingbournepark.org.uk	

Section 2 – Event Details

Description of Proposed Event :
Family Fun Run

Please indicate the type of Event (tick only one box)

Charity Event ⁽¹⁾	<input type="radio"/>	Fund Raising	X
Non-commercial	<input type="radio"/>	Community Event	X
Commercial	<input type="radio"/>		

(1) Name of Charity: **Friends of Basingbourne Park**

Charity Registration Number **N/A**

Please give details of which organisation(s) will receive the proceeds of the event

Friends of Basingbourne Park

(Note: if our local Guide and Scout troops participate, they may raise funds for their own projects.)

Date/time to enter site for preparation **Saturday 21st March 2020, 14:00pm**

Date/time to vacate the site after the Event **Saturday 21st March 2020, 17:00pm**

If event is for more than one day, please give details of the Start and Finish times each day

N/A

Is the Event free?

To Be Confirmed

£3 per entrant if medals are to be provided for all runners; otherwise voluntary donations to enter and for refreshments. (Profits towards Basingbourne Park Projects (Health & Fitness) although some sponsorship may go towards local Scout and Guide projects)

Adults

Children (include any age ranged)

Concessions

<p>Will programmes be available? YES / NO – if YES, what is the proposed price?</p> <p>No</p>
<p>Approximate number of people expected to attend? 50 (max 100)</p> <p>If over 1000 people are expected please give details of security / stewarding.</p>

Do you intend to bring on site 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="radio"/> | Live Entertainment ⁽¹⁾ | <input type="radio"/> |
| Carnival procession ⁽¹⁾ | <input type="radio"/> | Lost children point | Yes |
| Fairground equipment | <input type="radio"/> | Barrier/Fencing | YES |
| Horses/donkeys/other animals | <input type="radio"/> | Marquees | YES |
| Motorcycles | <input type="radio"/> | Portable generator ⁽²⁾ | <input type="radio"/> |
| Other motor vehicles | <input type="radio"/> | Power supply | <input type="radio"/> |
| Coconut shy | <input type="radio"/> | Toilets | <input type="radio"/> |
| Inflatables (e.g bouncy castle) | <input type="radio"/> | Alcohol ⁽³⁾ | <input type="radio"/> |
| Portable staging | <input type="radio"/> | Food/drink concessions | YES* |
| P.A. System | <input type="radio"/> | On site communications | <input type="radio"/> |
| Stewarding/Security | <input type="radio"/> | Market stalls | <input type="radio"/> |
| Live Music ⁽¹⁾ | <input type="radio"/> | Other | <input type="radio"/> |

NOTE: Parking is NOT allowed on footpaths or the grassed areas of the Council's Parks and Open Spaces

If you have ticked yes above, please provide more details

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.

Toilets – The Pavilion toilets will be made available for public use for the duration of the event.

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

Litter pick the play park by FoBP volunteers at the end of the event.

Notes:

1. The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each. In the event that the 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.
2. 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 or any bins in the vicinity of the site, etc for disposal.
3. Where permanent catering facilities are available in the vicinity of the event site, the organisers must advise the caterers at least one month before the event takes place of the refreshments they will be providing.

Car Parking

Will you require Car Park space for Event Staff	YES	<input type="radio"/>	NO	<input checked="" type="radio"/>
And/or the general public	YES	<input checked="" type="radio"/>	NO	<input type="radio"/>

If you have replied YES to either option, please indicate below the proposed car parking arrangements (including any stewarding), the approximate number of vehicles attending the event and how you intend to manage the parking of those vehicles. Please note that parking is not permitted on grassed areas or footpaths.

- The public are asked to come on foot if possible. For those using cars, the normal Park & road parking options are available, and additional parking is usually available at the Basingbourne Baptist Church or at Wickham Place.

Utilities

If available, do you require the use of on-site electricity and water

Please explain your requirements i.e. when will this be required and for how long.

- The Pavilion will be used for providing hot water (for drinks) along with toilet/hand wash facilities for the duration of the event (max 3 hours)

Facilities

If available, do you require the use of any other facility such as the toilets, pavilion or tennis courts

Please explain your requirements i.e., when will this be required and for how long.

- Pavilion – access to toilets and kitchen up to 3 hours (1 hour event plus 1 hour before and after)
- Sports field & Woodland Paths for course (paths will remain open to the public but warning notices will be posted during the week prior to the event warning of possible disruption and asking dog walkers to keep any dogs on close lead or walk at an alternative time)

Section 3 - 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). 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 may be requested to produce copies of insurance for any of the exhibitors and all others 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 holding the Event.

- **FoBP Public Liability Insurance (FTC have details; will be renewed in Feb 2020). FoBP Insurance is posted on Basingbourne Pavilion notice board.**

Section 4 – Emergency Services

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

- **FOBP members (we have multiple members with current First Aid certification, including the event organiser)**

Section 5 – Bond

When hiring one of the parks or Open Spaces, a bond /cheque is required to be held in case of any damage to park, facilities etc. The amount required will depend on the type and duration of the event. Please confirm details below

Name of person / organisation supplying the bond /cheque

Name: **David Harrison**

Address: **80, Basingbourne Road, Fleet, Hants. GU52 6TQ**

Tel No: **07782 325601** Email Address: dave.harrison@basingbournpark.org.uk

Fleet Town Council will refund the value of the cheque within 7 days of the event. However, if any damage has been caused to the Open Space / Park then an amount will be deducted to cover the cost of repairs.

Please note: FTC normally agree to waive the Bond for FoBP events, particularly as there is no vehicular access to the sports field.

Section 6 –Wet weather plan

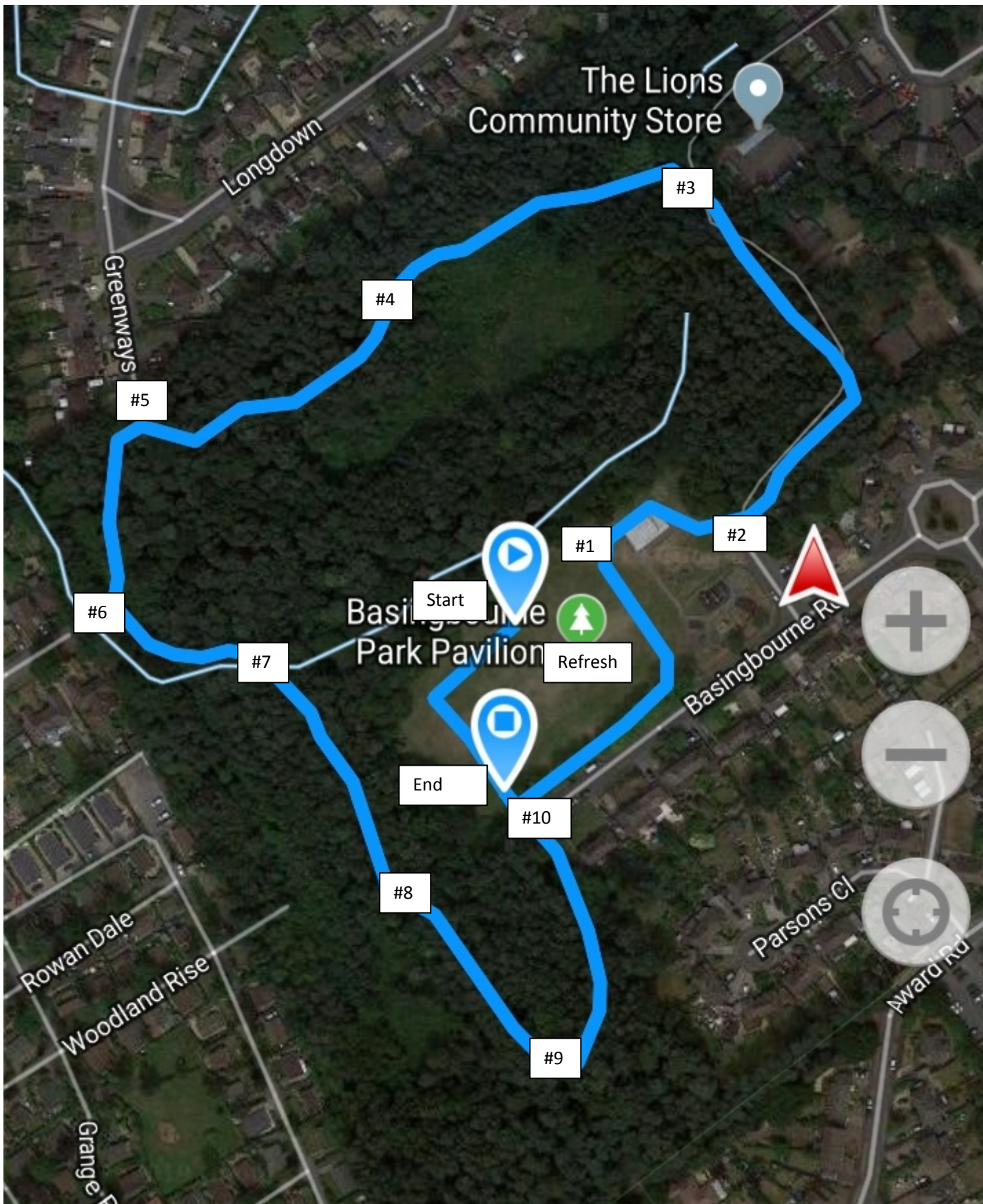
Please supply details of your proposals in the event of wet or bad weather: Applications will not be considered without this information

- **The event will be advertised as weather dependent, and subject to rescheduling in the event of bad weather.**
- **All entrants will be advised to join the FoBP Twitter or Facebook groups to keep up to date with any weather related changes.**
- **The running track will be around the edge of the football pitch to reduce risk to the playing surface from runners.**
- **In dry conditions, spectators will be asked to wait in the football pitch area. In the event of heavier rain spectators will be asked to wait in the play park and paved areas.**
- **Storm Shelters & Pavilion will provide cover for refreshment stand and for spectators in the event of drizzle/light rain.**
- **The event will be postponed if the sports field is heavily water logged or if very heavy rain is forecast.**
- **The event will be postponed if high winds are forecast, due to risk of falling branches/trees in wooded areas.**

Section 7 – Additional requirements

1. Where appropriate a detailed site plan showing the positions of stalls, marquees, arena, exhibition units, car parking, etc. and a list of programme items should be attached to the Event Application Form.

As a minimum we shall require 10 stewards to marshal the route (in addition to the race manager(s) who will manage starting and finishing the event). Stewards will be located at park access points/road junctions, path intersections, and at water features/foot bridges. These locations also provide visual coverage of the route. However, ideally we will have 20 stewards, to allow intermediate locations and increased level of supervision.



2. In respect of races, etc. a detailed route plan showing the location of route marshals must be provided.

NB: The application must be submitted to the Council at least 10 weeks prior to the Event.

I hereby agree to comply with the conditions set out in this form, including any terms and conditions of hire and all reasonable instructions given by any authorised Officer of the Council should this event be granted approval.

Signed: *David Harrison*

Position: **Chairman of Friends of Basingbourne Park.**

Date: **02/12/2019**

Please send the completed form, together with the required supporting documentation to:-

**The Town Clerk
Fleet Town Council
The Harlington
236 Fleet Road
Fleet
Hampshire
GU51 4BY**

Tel: 01252 625246

Email: clerk@fleettowncouncil.org.uk

I have enclosed, where necessary, the following:-

Documentation	YES	NO	Evidence of Insurance	YES	NO
Site Plan/Route Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Insurance for event organiser	<input type="checkbox"/>	<input checked="" type="checkbox"/> *
Risk Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Individual participants	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stewards Briefing Pack	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

If you have answered NO to any of the above, please explain why?


*** FoBP Public Liability insurance details have previously been provided, and covers the event. Details are posted on inside Basingbourne Park Pavilion on Noticeboard. Revised details will be forwarded when renewed in Feb 2020.**

Main Events User Agreement

Conditions of Use

The hirer agrees to abide by the following terms and conditions:

- All relevant paperwork is to be submitted prior to the event. This includes risk assessments, site plans, insurance and bond.
- Noise levels will be kept to a minimum.
- The hours the event takes place will only be those set within the event application.
- Music will be turned off at times specified in the event application.
- Appropriate parking arrangements will be made.
- Appropriate toilet facilities will be managed and maintained as specified in the event application.
- Anything that becomes of nuisance or annoyance to local residents will be dealt with as soon as possible.
- No litter is to be left behind and the site is to be left in a clean state.
- The Council reserves the right to cancel an event in the absence of the applicant's wet weather plan.

Name (Authorised Signatory from Organisation)	Dave Harrison
Signature	
Date	2 nd December 2019
Event and Date	21 st March 2020
Organisation Name	Friends of Basingbourne Park



Family Fun Run Stewards Briefing Note

Tabards, whistles, route map will be issued prior to the briefing.

1. You will be required to safely guide the runners along the course (to ensure no one goes the wrong way or gets lost)
2. You will be issued with a route map of the Fun Run and we have sufficient stewards to ensure that the participants will be within eyesight throughout the course.
3. Your primary responsibility is to assure the safety and wellbeing of all participants in this event, with particular attention to young solo runners (under 12 years old).
4. We would ask you to carry a fully charged mobile phone, pre-programmed with the number of the Event Leader on 07782 325601, against a suitable identifier (e.g. AAAFunRun or @@@FunRun that will be shown immediately you enter your phonebook listing). Phone this number to report any incidents and to request support or advice. (You can also use your whistle to summon help from other nearby Stewards.)
5. **LIFE THREATENING EVENTS:** In the unlikely event of a serious or life threatening emergency, Whistle/shout for assistance from other nearby stewards. Call 999 and notify of details, including nearest park exit for emergency services access. Ask other Steward or volunteers to report the incident to the Event Leader to bring other assistance (as 999 call will be kept open). Send another Steward or volunteer to the Park Exit to direct incoming Emergency Services.
6. **TIRED, DISTRESSED OR LOST CHILDREN:** Tell the child your name and that you will arrange for them to be collected. Phone the Event Leader and then comfort the child whilst you wait for them to be collected by parents/guardians, by the Event Leader or a



Friends of Basingbourne Park

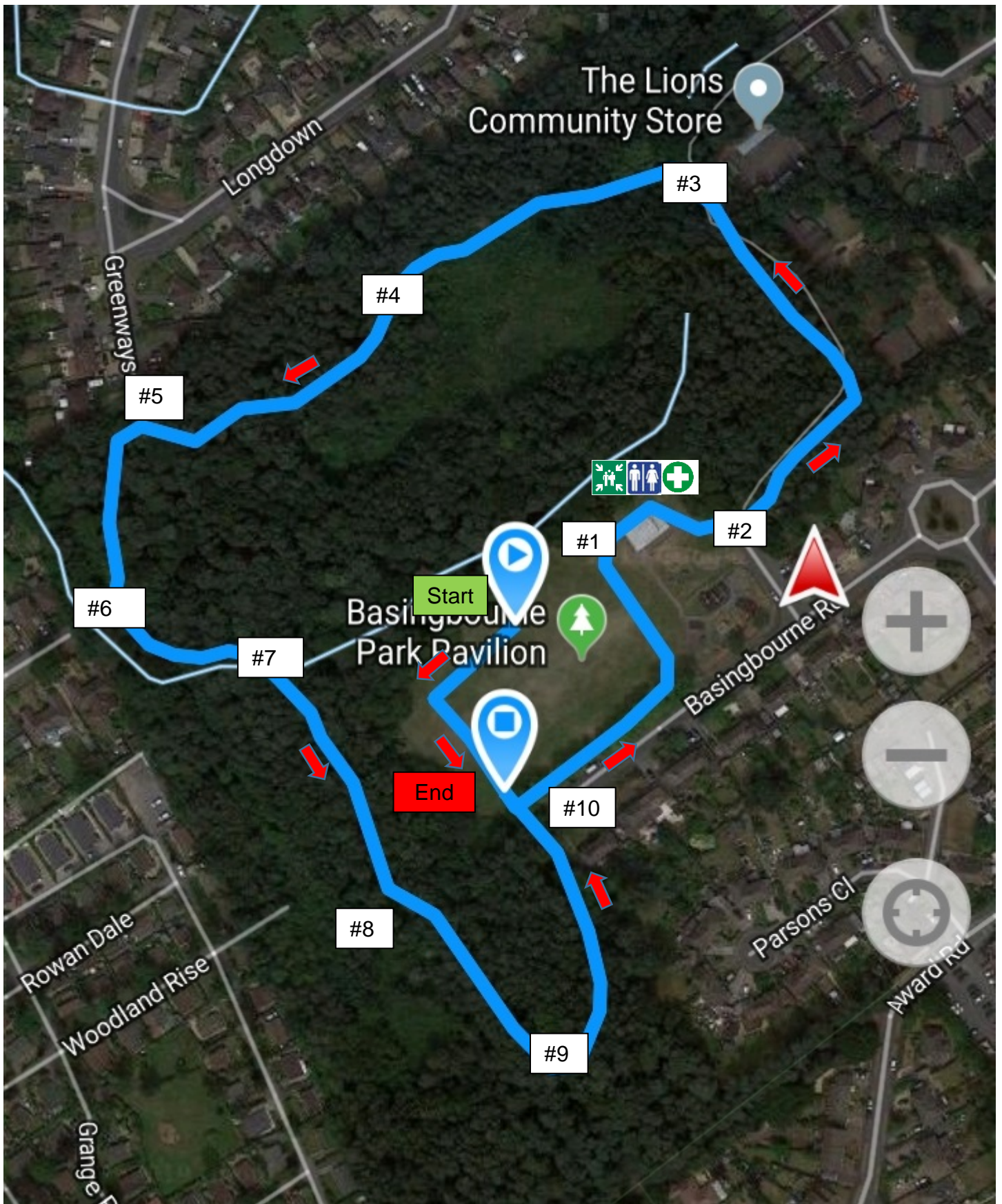


Safeguarding Representative. If the event is ending, then you may be asked to bring them directly to the Meeting Point (Pavilion).

7. **INJURIES & OTHER EMERGENCY:** For other incidents, including if a runner is injured or cannot walk to the Pavilion, tell them your name and comfort and support them whilst you assess any injuries and then phone the Event Leader, and wait for help arrive. You will also be issued with a whistle to alert other nearby Stewards if you need immediate assistance.
8. Stewards at park entrances should notify pedestrians and dog walkers of the event and explain that the park remains accessible, but:
 - a. request that dogs are kept on a lead and kept away from runners
 - b. on pathways – please watch-out for and give way to runners.
9. Bottles of drinking water will be available for you to offer to any child that requires it throughout the run.
10. There will be a tail runner to advise when the last runner has passed your position and you can return to the pavilion.



Friends of Basingbourne Park



RISK ASSESSMENT SUMMARY 21st March 2020

ACTIVITY: Family Fun Run, Mini Sprints and provision of Refreshments

ACTIVITY	POTENTIAL HAZARDS (<i>Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)</i>)	IDENTIFICATION (<i>Identify who is at risk, numbers and patterns of exposure</i>)	RISK		ACTION REQUIRED (<i>Details of existing controls & factors affecting the likelihood of an accident occurring</i>)	PRIORITY
			Likelihood	Severity		
Access	Road Traffic Accident <i>Serious trauma</i>	Runners & spectators accessing coming to park; Runners crossing end of Basingbourne Road or Car Park/Lane.	Low	High	Normal traffic rules and parking restrictions will apply. Participants will be encouraged to walk to the park. The crossing at the end of Basingbourne Road and at the end of the Car Park/Lane will be coned off. The lane (which is part of the Park, not public highway) will be closed, but urgent access can be provided (vehicles will be escorted by Steward at walking pace). Other than these points, the race is held within the boundary of the park. Where the route passes park entrances, Stewards will be present to ensure participants are directed on route and do not exit the park. Children will be accompanied by a guardian (18+). In the event of a large number of participants registering (100+) the local police station will be warned of potential congestion.	High
Running	Due to the nature of the event, runners may sustain any number of common injuries associated with this type of activity. <i>RFWCI = sprains, strains, pulled muscles, dehydration. Plus: Aggravation of a predisposed medical condition e.g. Asthma.</i>	Runners	Medium	Low	Runners advised to allow plenty of time to warm up, and invited to join the warm up session. Runners will be recommended to bring a reusable bottle of water. Water will also be available at the finish. Runner's guardians are required to confirm that the participant is fit to run and is aware of the uneven nature of the terrain and physical demands at registration. The race flyer will notify runners of the nature of the terrain and need to wear suitable clothing and footwear.	Med
Race	Cuts and bruises when falling or walking into obstructing vegetation or other runners.	Runners, particular risk at start of race	Low	Med	Route to follow established/formal paths in woodlands. All persons to exercise care when traversing the site. Advisory note placed in the event flyer regarding the	Med

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			Likelihood	Severity		
	<p><i>Collision between runners during the start of the race.</i></p> <p><i>Collision between runners during the running of the race</i></p> <p><i>Injury cause from overhanging branch</i></p> <p><i>RFWCI = fall resulting in bruising/broken limb</i></p>				<p>importance of wearing appropriate footwear and the variety of terrain.</p> <p>Route to be inspected on day of race and potential hazards to be removed, including low hanging branches. Appropriate warnings to be placed or route changed.</p> <p>Race marshals to provide additional auditory warnings if required of changes in terrain.</p> <p>Runners should walk if coming across a hazard and inform other runners of the hazard.</p> <p>Participants will not be allowed to run with pushchairs, buggies, or similar. Wheelchair users will be asked to start a few minutes after the main event start.</p> <p>During wet weather and as a result in the build-up of mud, ground conditions may deteriorate and become slippery. The race organiser and marshals shall monitor the ground conditions and make a dynamic assessment of the need for further controls/cancellation of the event as appropriate.</p>	
2k run	<p>Dog faeces.</p> <p><i>RFWCI - toxoplasmosis</i></p>		Low	High	<p>Marshals to check area of responsibility prior to run and faeces to be removed.</p> <p>Soap and water to be available at pavilion.</p>	Med
Contact with animals primarily dogs	<p>Interaction between runners and dogs.</p> <p><i>RFWCI = bite, cuts and bruises.</i></p>		Med	Med	<p>Dogs are not allowed to participate in the run (i.e. runners must not run with a dog; spectators are welcome to bring well behaved dogs but are requested to keep them on a lead.)</p> <p>Marshals will warn dog walkers that the racers are approaching and ask if they can place their dog on a lead. Signs will be placed on all entrances two days before the race warning members of the public about the race and to remind them to be vigilant and that dogs</p>	Med

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			Likelihood	Severity		
					<p>must be on a lead should they be on the race route whilst runners are passing.</p> <p>Any persons coming into contact with a dog should walk calmly past the animal and make no attempt to interact with the animal in any way.</p> <p>Owners of dogs considered not to be under appropriate control or that in the opinion of a marshal presents a risk to any person(s), will be asked to remove their dog from the race course, if they do not oblige the race will be delayed until it is considered safe to proceed.</p>	
2k run	Falling into low level water.		Low	Low	<p>Warn of possibilities. Marshals will be monitoring water crossing points alongside race track.</p> <p>Should anyone fall in the water they should be instructed to wash thoroughly and shelter in the pavilion until they are able change into dry clothes. If cuts are exposed to dirty water due attention must be paid and advised to seek medical advice.</p>	Low
2k run	Runners straying from the route/getting lost.	Runners	Low	High	Children will be in sight of a marshal throughout the race and remain under the responsibility of their guardian. Guardians can run with younger participants.	High
	Spectators getting lost.	Spectators	Low	Low	The course will be marked and a map will be displayed on the pavilion.	Low
	Lost child <i>RFWCI = Distress</i>	Runners & Spectators	Low	High	FOBP Lost Child Policy and instructions to marshals shall be implemented.	High
Food and Drink	Allergic Reactions	Runners & Spectators with allergies	Low	Med/High	Advise consumers with allergies not to consume home made products. Retain packaging of shop purchased products (with ingredients list) for inspection by public; advise not to consume home made products if in doubt. Display warning signs stating the same.	Med
Food and drink.	Contamination of food or drink from soiled hands.	Runners & Spectators	Low	Low	Allow access to water and water and soap to wash hands.	Low

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			Likelihood	Severity		
Food and Drink	Burns, scalding, hazard.	Runners & Spectators	Low	Low	Ensure young children are supervised in the refreshment area. Ensure liquids are not boiling hot. Cold running water in kitchen and toilets to treat any spillages. To reduce risk of spilling large containers & number of people impacted by a major spillage, food/drink should be prepared from a rear table and served from a separate, forward table.	Low
Dehydration / Fatigue	Runners - running for long time without water Spectators	Participants Children Elderly People Pregnant women	Low	Med	Runners will be advised to bring water. Water will be on hand at beginning / end of route Marshals will be briefed to be aware of participants looking dehydrated	Low
Weather	Rain - slipping Wind – falling branches/trees	Runners	Low Low	Med Med	State in promotional material that the event is weather dependent, and to subscribe to FoBP e-mail, Twitter or Facebook for updates. Organizers to make decision to cancel if high winds or heavy rain. (Note: consider non-slip surface on bridges)	Med
Officials for the event including stewarding of the course					Officials and marshals to be posted at various points around the course. All persons engaged in these activities shall; <ul style="list-style-type: none"> • Be an appropriate adult aged 18 or over • (Junior stewards may provide additional cover but must be assigned to an adjacent adult steward.) • Receive a safety briefing prior to undertaking duties • Be in communication/ line of sight with other stewards so as to be able to summon assistance if required. • Wear as a minimum a hi-viz vest correctly fastened • Wear sturdy footwear suitable for the terrain e.g. work/walking boots. 	