



Event Application Form

Name of event	FLEET CLASSIC CAR SHOW
Event location	CALTHORPE PARK
Event date	2 JULY 2023

For Official use only	
Event Reference Number	
Booking Reference:	
Date processed	

Section 1 – Organiser Details

Name of organisation	Fleet Classic Car Events	
Name of applicant ⁽¹⁾	Chrys Goodburn ⁽¹⁾ Over 18 years	
Position <i>(if applicable)</i>	Chair	
Contract Address	Address recorded	
	Post Code:	
Is the above address to be used for invoices? YES/NO – if NO please provide details on a separate sheet		
Personal Contact Details	Home	
	Work	
	Mobile	Number recorded
	Email Address	Email recorded
Event Public Tel. Enquiry No.	Number recorded	
Event Web Site Address		

Section 2 – Event Details

Description of Proposed Event

A classic car show to be held in association with the Fleet Carnival held the previous day. We will liaise closely with that Committee and integrate as appropriate.

Chrys has successfully organised a classic car show for 18 years. This event will run in a similar way with entries in multiple classes of classic cars and motorcycles, expert judges and prizes for class winners. Entry will be by vehicle pass issued in advance which will admit driver/rider and passenger with an entry donation requested. Event will be open to the public with donation at entry to car enclosure

Please indicate the type of Event

- | | | | |
|------------------------------|-------------------------------------|-----------------|--------------------------|
| Charity Event ⁽¹⁾ | <input checked="" type="checkbox"/> | Fund Raising | <input type="checkbox"/> |
| Non-commercial | <input type="checkbox"/> | Community Event | <input type="checkbox"/> |
| Commercial | <input type="checkbox"/> | | |

(1) Name of Charity	Hampshire and Isle of Wight Air Ambulance
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Charity Registration Number	1106234
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Will all proceeds from the Event go to the Charity concerned? YES NO

If NO please give details:

Timings

Date/time to enter site for preparation 02/07/23 at 7 am

Date/time to vacate the site after the Event 02/07/23 at 6 pm

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

Charges

Is the Event free? YES NO

If NO what are the approximate donations

Adults	£5
Children (include any age ranged)	£2 over 12 years old
Concessions	None

Will programmes be available? YES NO

If YES, what is the proposed price?

Approximate number of people expected to attend?

If over 1000 people are expected please give details of security / stewarding.

250 classic cars & motorcycles, say 400 participants

3000 members of the public

It is intended that the event be held within a temporarily fenced in area of the park with one entrance gate. Sufficient Stewards for the gate and within the enclosed area to prevent or deal with any incidents. We will monitor carefully the numbers of the public within the area at any one time to prevent overcrowding.

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 ⁽¹⁾	<input checked="" type="checkbox"/>
Carnival procession ⁽¹⁾	<input type="checkbox"/>	Live Entertainment ⁽¹⁾	<input type="checkbox"/>
Fairground equipment	<input type="checkbox"/>	Lost children point	<input checked="" type="checkbox"/>
Aircraft	<input type="checkbox"/>	Barrier/Fencing	<input checked="" type="checkbox"/>
Parachutists	<input type="checkbox"/>	Marquees	<input checked="" type="checkbox"/>
Balloon launch	<input type="checkbox"/>	Portable generator ⁽²⁾	<input checked="" type="checkbox"/>
Hot Air Balloons	<input type="checkbox"/>	Power supply	<input type="checkbox"/>
Horses/donkeys/other animals	<input type="checkbox"/>	Toilets	<input checked="" type="checkbox"/>
Motorcycles	<input checked="" type="checkbox"/>	Alcohol ⁽³⁾	<input type="checkbox"/>
Other motor vehicles	<input checked="" type="checkbox"/>	Food/drink concessions	<input checked="" type="checkbox"/>
Coconut shy	<input type="checkbox"/>	On site communications	<input checked="" type="checkbox"/>
Inflatables (e.g bouncy castle)	<input type="checkbox"/>	Market stalls	<input checked="" type="checkbox"/>

Portable staging	<input type="checkbox"/>	Re-enactment groups	<input type="checkbox"/>
P.A. System	<input checked="" type="checkbox"/>	Living history or other	<input type="checkbox"/>
Stewarding/Security	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>

NOTES:

- (a) Please supply as much information as possible on all the items above
- (b) Following submission of this application, no additional items may be included without the express consent of the appropriate department.
- ⁽¹⁾A Temporary Event Notice (TEN) may be required if the Event involves, music, dancing, singing or similar.
- ⁽²⁾Generators are not permitted on the highway and must be diesel only.
- ⁽³⁾A Temporary Event Notice (TEN) will be required for the sale of alcohol.

We anticipate two gazebos acting as information point, centre for lost children and first aid.

Barrier fencing erected at a safe distance from the exhibits to prevent unauthorised access and damage to vehicles and public

Concessions for the sale of hot and cold drinks, food (burger van) and ice cream: stalls for sale classic car related items. No alcohol on site permitted.

Live music by ukulele band and other local groups

Communication via P.A.system and steward/security radio

Toilet in main park building and separate portaloos for female, male and disabled with battery interior lighting

CAR PARKING

Will vehicles require access to the venue? YES NO

If yes, when and for how long?

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

Operational staff to use existing car parking spaces in the park

Exhibitors to park within designated area of the park 10am until 4pm

Will you require Car Park space for Event Staff YES NO

And/or the general public YES NO

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.

Public car parking will be in fee paying town car parks. It is not intended that the car parks nor the pedestrian crossing at Reading Road North be supervised.

Event staff will use the existing car spaces within Calthorpe Park

For safety reasons entry to the park will be foot traffic only, a road closure order will be required to prevent cars entering the park. Entry will be stewarded and warning signage in Reading Road North in advance of the turn into the park

Facilities

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.

We intend to hire at least three portaloos designated male, female and a special one for disabled, plus using the existing park facility. Hire company yet to be contracted.

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

Use of litter bins and liners supported by litter pickers. All to be removed from site by our trailer.

Concessionaires to remove own waste

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 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.

UTILITIES

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

Electricity Water

Please explain your requirements ie, when will this be required and for how long?

Not known at this time

Bad Weather Plan

Will unexpected rain or high winds affect the event? YES NO

Will the event be; Cancelled Postponed Continue

Please give details if Cancelled or Postponed:

Event will not be affected by high wind

If it has rained before the event starts it will be cancelled if in the opinion of the organisers the park surface will be affected by the cars arrival and parking.

If it commences raining after the start the event will continue

If the event will continue, please give details of what plans are in place to deal with bad weather situations and please provide details on the Risk Assessment.

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). The relevant limit of indemnity shall be an amount approved by the Council's Head of Finance. 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, band/dance group, Fairground, 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 holding the Event.

Public Liability Insurance for £5m to be arranged

Section 4 – Emergency Services

Please supply details of the first aid cover to be provided

Fully qualified First Aiders to be on site. As a static exhibition area it is not considered necessary to have the presence of an ambulance

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 Chrys Goodburn

Address as above

Tel No

Email Address

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 that loss or damage to keys, locks or padlocks may be deducted to cover costs.

Keys - £10 each

Padlocks - £65 Each

Locks - £45 each

SECTION 6 – 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.

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:

Position:

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:-

Please note that new / first time applications need to be approved by the Fleet Town Council, Recreational, Leisure & Amenities Committee before an application will be accepted.

Please check dates of the next meeting and ensure that all documentation is handed in no less than 10 days prior to the meeting date.

(* these documents are required for all applications)

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

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

We have had a preliminary discussion with the Chair of the Carnival Committee and neither party can see any obstacles to having our show on Sunday; indeed the meeting was very positive. Detailed talks need to be held regarding the site especially in view of the funfair, existing staging and any stalls (food and drink) who will want to carry over from Saturday. Additional overnight security to be considered.

Additional

Any additional information:



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)	
Signature	
Date	
Event and Date	
Organisation Name	