### **Fleet Town Council leaf Master logo(rgb)**

**Event Application**

**Form**

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| **Name of event** |
| **Event location** |
| **Event date** |  |

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

## **Section 1 – Organiser Details**

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| --- | --- |
| Name of organisation |  |
| Name of applicant(1) | (1) Over 18 years |
| Position *(if applicable)* |  |
| Contract Address |  |
|
|  | 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 |  |
| Email Address |  |
| Event Public Tel. Enquiry No. |  |
| Event Web Site Address |  |

**Section 2 – Event Details**

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| Description of Proposed Event |

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| Please indicate the type of Event |
|  | Charity Event(1) |[ ]   | Fund Raising |[ ]   |
|  | Non-commercial |[ ]   | Community Event |[ ]   |
|  | Commercial |[ ]   |  |  |  |
| (1) Name of Charity |
| Charity Registration Number |

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| Will all proceeds from the Event go to the Charity concerned? YES [ ]  NO [ ] If NO please give details: |

# Timings

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| Date/time to enter site for preparation |
| Date/time to vacate the site after the Event |
| If event is for more than one day, please give details of the Start and Finish times each day |

# Charges

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| Is the Event free? YES [ ]  NO [ ]  If NO what are the approximate admission price? |
|  Adults |
|  Children (include any age ranged) |
|  Concessions |
| 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. |

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 |[ ]  Live Music (1) |[ ]
|  | Carnival procession (1) |[ ]  Live Entertainment (1) |[ ]
|  | Fairground equipment |[ ]  Lost children point |[ ]
|  | Aircraft |[ ]  Barrier/Fencing |[ ]
|  | Parachutists |[ ]  Marquees |[ ]
|  | Balloon launch |[ ]  Portable generator (2) |[ ]
|  | Hot Air Balloons |[ ]  Power supply |[ ]
|  | Horses/donkeys/other animals |[ ]  Toilets |[ ]
|  | Motorcycles |[ ]  Alcohol (3) |[ ]
|  | Other motor vehicles |[ ]  Food/drink concessions |[ ]
|  | Coconut shy |[ ]  On site communications |[ ]
|  | Inflatables (e.g bouncy castle) |[ ]  Market stalls |[ ]
|  | Portable staging |[ ]  Re-enactment groups |[ ]
|  | P.A. System |[ ]  Living history or other |[ ]
|  | Stewarding/Security |[ ]  Other |[ ]

**NOTES:**

1. Please supply as much information as possible on all the items above
2. 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.

# 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

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| If you have ticked yes above, please provide more details  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Will you require Car Park space for Event Staff |  | YES |[ ]  NO |[ ]
|  | And/or the general public |  | YES |[ ]  NO |[ ]

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| 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. |

**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.

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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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**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 [ ]

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

# 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: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.

**Section 4 – Emergency Services**

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

**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

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| Name of person / organisation supplying the bond /chequeNameAddressTel 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:

## Date:

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

**The Executive Officer**

**Fleet Town Council**

**The Harlington**

**236 Fleet Road**

**Fleet**

**Hampshire**

**GU51 4BY**

#### Tel: 01252 625246

**Email:** executive.officer@fleet-tc.gov.uk

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## 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)

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| --- | --- | --- | --- | --- | --- | --- |
| **Documentation** | **YES** | **NO** |  | **Evidence of Insurance** | **YES** | **NO** |
| Site Plan/Route Plan \* |[ ] [ ]   | Insurance for event organiser \* |[ ] [ ]
| Risk Assessment \* |[ ] [ ]   | Individual participants |[ ] [ ]
| Stewards Briefing Pack |[ ] [ ]   | Addition Information if required  |[ ] [ ]

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

# Additional

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| 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** |  |