

Event Application Form

Contact Details

Name of organisation			
Address			
Name of main contact			
Email			
Phone no.		Alternative phone no.	
Name of contact person on the day (if different from above)			
Email		Mobile no.	
Finance email address (for invoicing purposes)			

Event Details

Name of event			
Proposed location			
Purpose of event	Charity: local ☐ national ☐ charity registration no. Not-for-profit ☐ Commercial ☐ Student ☐		
Have you held this event before?	Yes ☐ No ☐		
Event proposed start date(s)		Proposed finish date(s)	
Event proposed start time(s)		Proposed finish time(s)	
Site set up / clean up proposed start date		Proposed finish date	

Site set up / clean up proposed start time		Proposed finish time	
No. of participants (including visitors) anticipated			
Event website (if applicable)			

Description of activities

This section is very important to your application. It helps us to ensure you will have a successful and well-run event. If any of these details change **you** need to inform us.

Description of activity <i>Please note it may be easier to attach a full programme of activities to the application. Please specify all components, stalls, activities, dog shows, etc.</i>					
Do you have a site plan? Yes ☐ No ☐ <i>This is important if your event includes structures such as marquees, tents, stages, parking areas etc.</i>					
Will there be any of the following that may require a further licence or permit? <i>If yes, please give further details. Under the Licensing Act (2003), you may need an additional licence such as a Temporary Event Notice (TEN) or Premises licence.</i>					
Live music	☐	Fairground/circus	☐	Road closures	☐
Recorded music	☐	Animals	☐	Street collections	☐
Dancing	☐	Fireworks and/or lasers	☐	Street trading	☐
Performance of plays	☐	Food and / or drink	☐	Films	☐
Alcohol	☐				
What are your plans to manage any waste produced? (food, general waste, plastics, paper etc.) <i>Please note that the Council will not be responsible for any waste produced and organisers must make their own provisions.</i> <i>Please give details of your plans for recycling and waste management:</i>					

Do you require Council litter pickers, gloves and bags to help collect litter at the end of the event: Yes ☐ No ☐

Please note the equipment will need to be collected and returned to the Gloucester City Council Eastern Avenue depot and will be available if enough notice is given.

Do you require power? Yes ☐ No ☐

If yes, give details of how you intend to supply it:

Do you require water? Yes ☐ No ☐

If yes, give details of how you intend to supply it:

Will you be providing temporary toilets in addition to public toilets? Yes ☐ No ☐

Please note that existing facilities may not be available or may not be adequate for the number of people at the event.

Give details:

Will you encourage people to travel sustainably? Yes ☐ No ☐

If yes, give details:

Will you require vehicle access at the event? Yes ☐ No ☐

If yes, give details:

Please note that no vehicles can be parked on-site without prior approval.

Will the event be ticketed? Yes ☐ No ☐

If yes, number of tickets available:

Will the event be accessible and open to all? Yes ☐ No ☐

Under the Equality Act (2010) you must not discriminate on the basis of race, colour, ethnic or national origins, religion and belief, gender, sexual orientation or marital status and disability or age.

Public Enquiries

If members of the public enquire about this event, where shall we send them and what contact details can we give them?

Terms and conditions of hire

1. The council will not be responsible for any loss, damage or injury of any description to persons or property which may be sustained subsequent upon or arising directly or indirectly from the holding of the said event and the organisers shall indemnify the council against all such claims.
2. The organisers will have minimum public liability insurance cover of £5 million for each and every incident against all liability arising, covering both the participants in the event (including any officials employed in connection therewith) and all third parties. A copy will need to be submitted for approval. If the event is of higher risk, then the council will be able to request a higher-level cover where appropriate.
3. The organisers will comply with the regulations (if any) and the conditions which may be required by the insurers in respect of this event.
4. The organisers will take all reasonable steps which may be necessary to ensure:
 - a) The safety of the public in particular safety from all machinery, vehicles and other equipment (if any) in use at the event.
 - b) The safety of all machinery, vehicles and other equipment (if any) in use at the event and to permit the council's officials to inspect the said machinery, vehicles and other equipment at any time and to comply with any directions given by such officials to repair or discontinue as necessary the use of any such equipment which in the opinion of the officials is defective.
5. The organiser will submit a suitable risk assessment - this is required for all events and a template risk assessment is available from the council if needed. Further safety certificates, such as ADIPS for fairground rides, may be required where necessary.
6. The site or area being used will be left in a clean and tidy condition to the satisfaction of the council's events team. The organisers are to be responsible for the full costs of the repair of any damage to the site which occurs as a result of the holding of this event – such repairs are to be carried out by the council at the organiser's expense or by an approved contractor as agreed by the council. Depending on the size and nature of the event, a returnable deposit against reinstatement of the ground may be required. See appendix for current deposit requirements.
7. If suitable and/or adequate public toilets are not available, provision must be made to the satisfaction of the council.
8. An application fee and a hire fee may be required for this event. PRS / PPL will also be charged, if applicable, if the company cannot provide proof of having their own PRS / PPL licence.
9. Car parking on any green field site is not permitted unless prior arrangement and permission is obtained through the council's events team.
10. The council reserve the right to revoke this consent on giving written notice to the organisers if, in the opinion of the council's events team, it is impossible, impracticable or inadvisable to allow the event to take place by reason of the nature of the event, the condition of the open space or of any buildings, equipment, fixtures or fittings therein or the carrying out of works of maintenance or repair thereto, the existence of any industrial dispute involving the council's servants or agents, Coronavirus (COVID-19) government guidelines or any other circumstances outside the council's control, and on the consent

being revoked as aforesaid the organisers shall be repaid any deposit or sum of money that may have been paid but shall have no claim against the council for any damage or loss they may sustain or in respect of any liability which they may incur or have incurred in consequence of any such revocation.

11. The organisers will comply with the requirements or regulations of any national governing institution which lays down regulations so far as the proposed event is concerned.

12. The organisers will have plans and procedures in place to deal with the following:

- Event communications
- Security and stewarding
- Crowd management
- Emergencies
- Fire
- First aid
- Lost children and vulnerable adults
- Transport (including parking)
- Toilet and drinking water provision
- Food safety
- Waste management & recycling
- Environmental impact
- Disability compliance
- Equal opportunities

13. Once a permit or licence has been issued, a cancellation policy applies. If your event is cancelled:

Six weeks prior to the event	10% of total fee
Five weeks prior	20% of total fee
Less than five weeks	50% of total fee
Less than two weeks	100% of total fee

Declaration

By returning this form, I confirm that I have read and accepted the terms and conditions of hire.

I understand that I will need to submit event documentation for a review by the City Events group before approval can be granted, including a suitable risk assessment and a copy of public liability insurance.

I confirm that the information provided is correct and I apply for permission to hold the event described on Gloucester City Council land.

Signed *	
Name (block capitals)	
Role at event	
Date	

* If returning this form by email, a signature is not required as long as the email is sent from the person named above as the main contact.