



GUILDFORD
B O R O U G H

**event
application
form**

Name of event

Event location

Event date

Section One - Organiser Details

• Name of organisation

• Event organiser/s

• Contact address

• Postcode

• Tel No. - Home

• Tel No. - Work

• Mobile No

• Fax No

• e-mail address

• Event public enquiries number

Section Two - Event Details

- Description of event proposed
-
-
-

- 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
- 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?

Note: Compulsory admission charges may not be permissible on all areas of land owned by Guildford Borough Council.

• Approximate number of people expected to attend

• Do you intend to use the following:

Banners/Posters

Written approval must be obtained from the relevant Department

Note: The council reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers.

• 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 **	<input type="checkbox"/>
Carnival/procession	<input type="checkbox"/>	Live entertainment **	<input type="checkbox"/>
Fairground equipment	<input type="checkbox"/>	Portable generator *	<input type="checkbox"/>
Barrier/fencing	<input type="checkbox"/>	Alcohol***	<input type="checkbox"/>
Marquees	<input type="checkbox"/>	Stewarding/security	<input type="checkbox"/>
Market stalls	<input type="checkbox"/>	P.A. System	<input type="checkbox"/>
Toilets	<input type="checkbox"/>	Portable staging	<input type="checkbox"/>
Power supply	<input type="checkbox"/>	Bouncy castle	<input type="checkbox"/>
Horses/donkeys other animals	<input type="checkbox"/>	Food/drink***	<input type="checkbox"/>
Motorcycles	<input type="checkbox"/>	On site communications	<input type="checkbox"/>
Other motor vehicles	<input type="checkbox"/>		

Other: (please specify)

.....

.....

.....

Note:

(1) After this application has been submitted, no additional items may be included without the express consent of the appropriate department.

* Generators are generally not permitted on the highway

** A Public Entertainment Licence may be required if your event is public and consists of music, dancing, singing or similar.

*** An Occasional Liquor Licence must be obtained from the Magistrate's Clerks to the Licensing Justices on 01483 756879. A Street Trading License to sell food may be required. For advice call Environmental Health on 01483 444371

- Do you anticipate the need for:

Road closure	<input type="checkbox"/>	Traffic diversion	<input type="checkbox"/>
On street parking restriction	<input type="checkbox"/>	Car park closure	<input type="checkbox"/>

If you have ticked any of the above, please provide full details of locations, dates and times. Please ensure you contact the relevant authority with at least 6 weeks notice.

.....

.....

.....

.....

.....

- 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 council skip/litter bins etc. for disposal.

- Will you be requiring car parking space?

Yes No

Note: Parking is not available at all sites.

(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.

.....

.....

.....

.....

.....

.....

.....

.....

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 together with that of any exhibitor, 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 permission for the holding of the event.

Section Four - Emergency Services

- You are requested to notify the Police and other appropriate Emergency Services.

Please indicate contact made:

Police

Ambulance Service

St. John Ambulance

Red Cross

Other:

.....

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

.....
.....
.....
.....

Section Five - Additional Requirements

- Where appropriate a detailed site plan showing the positions of stalls, marquees, arena, exhibition units, car parking etc. and list of programme items is required. In respect of races etc. a detailed route plan which must also show location of route marshalls, must be provided.

This must be forwarded at least 8 weeks prior to the event.

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 _____

Print name _____ On behalf of (organisation)

Date

Please send this completed form, together with any supporting documentation to the following:

The General Manager
Parks and Countryside Service
Guildford Borough Council
Millmead House, Millmead
Guildford, Surrey
GU2 4BB

I have enclosed, where necessary, the following:

Documentation	Yes	No	Evidence of insurance	Yes	No
Signed Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	Insurance for event organiser	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan/Route Plan	<input type="checkbox"/>	<input type="checkbox"/>	Individual participants	<input type="checkbox"/>	<input type="checkbox"/>

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

.....

.....

.....

.....