**Event Application Form**

**Application for the use of an open space or park in Bromley**

**Completion of this form does not give permission of use. A booking form, with terms of hire will be given in writing to the person making this application if approved**

Name of event:

Event location:

Event date:

**Section One – Organiser Details**

* Name of organisation:
* Contact name:
* Contact address:
* Contact No:
* E-mail address(s):
* Event public enquiries number:
* Event website address:

**Section Two – Event Details**

* Detailed description of event
* What type of event is this? (Please tick one box only)

Other (Please specify)

…………………………………………

Charitable event

Friends Group

Commercial

* *For Charity event* – Name of Charity:
* Charity Registration No:
* Will ***all*** income go to the charity concerned? (Please tick) Yes No

*If no, please give details:*

**Section Two – Event Details (continued).**

* Date and time to enter site for preparation:
* Event start time each day:
* Finish time each day:
* Date and time the site will be vacated after the event:
* Is the event free? Yes No

*If no, what is the admission price?*

Adults £ Children/Concessions £

* Will you be selling programmes? Yes No
  + *If yes, what is the proposed price?*
* Approximate number of people expected to attend:
* Do you intend to use the following:

Highway Directional Signs Banners/Posters

*(****Written approval must be obtained from the relevant Council Departments and copies supplied prior to final permission being granted)***

*Please provide full details:*

Do you intend to utilise or permit any of the following attractions at the event? *If so, please tick the appropriate boxes (some may not be permitted at all sites).*

Other: (*please specify below*)

Live music\*\*

Live entertainment\*\*

Marquees\*\*\*\*\*

Gazebos

Toilets

Alcohol\*\*\*

Food/drink concessions

Re-enactment groups

Living history

Market stalls

Motor Vehicles

Horses/Donkeys

On site communications

Inflatable (e.g. bouncy castle) \*\*\*\*

Fireworks/pyrotechnics

Carnival/procession\*\*

Fairground equipment

Aircraft

Parachutists

Tents

Balloon launch

Hot Air Balloons

Portable staging

P.A. System

Stewarding/security

Power supply

Portable generator\*

Barrier/fencing

Note:

1. Please supply as much information as possible on all the above items.
2. After this application has been submitted, no additional items may be included without the express consent of the appropriate department.

*(****\*****) Generators are not permitted on the highway and must be diesel only.*

*(****\*\*****) A Premises Licence for Public Entertainment may be required if your event consists of dancing, music, singing or similar.*

*(****\*\*****) A Performing Rights Society Licence and Phonographic Performance Licence are required if the event includes music.*

*(****\*\*\*****) A licence for the sale of alcohol will be required. The type of licence will depend on the number of people expected to attend the event*

*(****\*\*\*\*****) See additional requirements for inflatables on page 7.*

*(****\*\*\*\*\*****) See additional requirements for marquees on page 7.*

Do you anticipate the needs for:

Road closure Traffic diversion

On street parking restriction Car park closure

If you have ticked any of the above, please provide full details of dates, times and locations below:

* Please provide details of the number,weight and size of delivery vehicles and/or participating vehicles and whether they intend to remain on site overnight?
* 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 thatidverde obligations under the Enviromental Protection Act 1990 – Code of Practice on Litter and Refuse is discharged. If the event organiser fails to do so then idverde reserves the right to carry out the works in default and charge the event organiser the cost incurred.

idverde can provide litter collection services if required please ask the events team for a quote.

Unless prearranged with idverde it is the event organisers responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any on-site skips/litter bins etc. for disposal.

Will you be requiring car parking space for event staff? Yes No

And/or general public? Yes No

*(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, proposed car parking area and how you intend to manage the parking of those vehicle.

*(Please give full details below)*

**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 liabilty where appropriate). Under no circumstances shall this be less than £5million and idverde reserves the right to require a higher limit if deemed necessary.
* Organisers will be required to produce evidence of their insurance cover, and will be requested to produce copies of insurance for any of the exhibitors, band/dance group, sub-contractor, caterer etc. whom they have instructed/authorised to appear at the event.
* **Note: *All documentation muct be produced at least 28 days before the event. Failure to comply may result in idverde refusing to grant final permission for the holding of the event.*** ***If documents are not received 14 days prior to event then the event will be cancelled.***

**Section Four – Emergency Services**

If you are requested to notify the Police and other appropriate emergency services you be advised by the events team**.**

Please supply detaIls of the **first aid cover** to be provided:

First aider in attendance:

**Section Five – Additonal Requirements**

* A detailed site plan showing he positions of emergency exits, emergency vehicle egress, stalls, marquees, arena, exhibition units, car parking etc. and list of proramme items is required. In respect of races etc. a detailed route plan that must also show location of route marshal’s, must be provided.
* Completed risk assessment
* Inflatables can potentially be dangerous and pose a health and safety risk if they are not secured adequately or sufficiently staffed. Event organisers are to provide details of the inflatable companies risk assessment, public liabilty insurance and test certificates ADIPS/PiPAS.
* Contractors / designers hired to design, supply, build, manage and take down a temporary demountable structures (TDS) - Stages, seating, marquees etc. structure for you, should be competent and adequately resourced. Contractors may be asked to:
* demonstrate knowledge and understanding of their work and the health and safety hazards involved
* provide evidence of a trained workforce and the competence of key staff for the project
* confirm that they have sufficient resource levels to do the work
* provide evidence of previous successful work that shows they can adopt and develop safe systems of working
* Specific arrangements (where pratically possible) must be made to ensure disabled visitors are provided with adequate facilities such as parking, toilets and viewing areas.

**Note: *All documentation muct be produced at least 28 days before the event. Failure to comply may result in idverde refusing to grant final permission for the holding of the event. If documents are not received 14 days prior to event then the event will be cancelled.***

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

C/O The Information Centre

Crystal Palace Park

Thicket Road

Penge

London SE20 8DT

Email: [bromleyevents@idverde.co.uk](mailto:bromleyevents@idverde.co.uk)

**Please ensure you include the following documents where applicable;**

**Documentation (Office) Date Received**

* Signed Terms and Conditions
* Site Plan/Route Plan
* Risk Assessment
* Fire Risk Assessment
* Insurance for Event Organiser
* Participants at the Event
* Stewards Briefing Pack
* PRS & PPL Licence (Performing Rights Society & Phonographic Performance Licence)