
Application Form for an Event

Silloth-on-Solway Town Council

Name of Event.....

Organiser Details:.....

- *Name of Organisation*.....
- *Event Organiser*.....
- *Contact Address*.....
- *Post Code*.....
- *Tel No (Home)*.....*(Work)*.....
- *Fax No*.....*Email*.....

Event Location.....

Date(s) of Event.....

Start & Finish Times.....

Daily Numbers Expected to Attend.....

Is the Event Free? YES/NO

If NO, give an indication of how any profits are to be used.....

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Will you be selling Programmes? YES/NO

Application to be returned at least 28 days prior to the event.

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Please tick the box if you intend to utilise or permit any of the following at the event. Please give details of who will be providing the activity, if not yourselves, where applicable.

| | | <u>Organiser</u> | <u>Contact Address & Tel No</u> |
|--------------------------|--|------------------|-------------------------------------|
| <input type="checkbox"/> | Marquees | | |
| <input type="checkbox"/> | Portable Staging | | |
| <input type="checkbox"/> | Market Stalls | | |
| <input type="checkbox"/> | Live Music ** | | |
| <input type="checkbox"/> | Live Entertainment ** | | |
| <input type="checkbox"/> | Water Supply (state how provided) | | |
| <input type="checkbox"/> | Alcohol | | |
| <input type="checkbox"/> | Food/Drink Concessions | | |
| <input type="checkbox"/> | Bonfire/Barbecue | | |
| <input type="checkbox"/> | PA System | | |
| <input type="checkbox"/> | Electric Lighting | | |
| <input type="checkbox"/> | Portable Toilets – No: | | |
| <input type="checkbox"/> | Existing Toilets (state location) | | |
| <input type="checkbox"/> | Power Supply (state if generators or source if mains) | | |
| <input type="checkbox"/> | Fairground Equipment | | |
| <input type="checkbox"/> | Children’s Rides | | |
| <input type="checkbox"/> | Inflatables (eg bouncy castle) | | |
| <input type="checkbox"/> | Carnival/Procession | | |
| <input type="checkbox"/> | Fireworks/Pyrotechnics ** (other stage effects eg lasers) | | |
| <input type="checkbox"/> | Sporting Events | | |
| <input type="checkbox"/> | Re-enactment Groups | | |
| <input type="checkbox"/> | Motorcycles | | |
| <input type="checkbox"/> | Other Motor Vehicles | | |
| <input type="checkbox"/> | Aircraft | | |
| <input type="checkbox"/> | Hot Air Balloons | | |
| <input type="checkbox"/> | Balloon Launch | | |
| <input type="checkbox"/> | Parachutists | | |
| <input type="checkbox"/> | Train Hire | | |
| <input type="checkbox"/> | Berthing Facilities | | |
| <input type="checkbox"/> | Boats | | |
| <input type="checkbox"/> | Stewarding/Security | | |
| <input type="checkbox"/> | On Site Communications (state type) | | |
| <input type="checkbox"/> | Barrier/Fencing (state type) | | |
| <input type="checkbox"/> | Lost Children Point | | |
| <input type="checkbox"/> | First Aid Provision | | |
| <input type="checkbox"/> | Creche | | |
| <input type="checkbox"/> | Horses/Donkeys (other animals – state) | | |
| <input type="checkbox"/> | Other (please specify, e.g. archery) | | |

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** A public entertainment licence may be required if your event is public and consists of music, dancing or similar.

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Please detail methods for litter collection and disposal of litter and refuse:-

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Please state the number and weight of vehicles entering the site and if they are to remain overnight:-

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Please state car parking arrangements for event staff and/or general public:-

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Has written approval been sought from Cumbria County Council/Allerdale Borough Council for:-

| | | | | |
|--------------------------------|-----|--------------------------|----------------|--------------------------|
| Highway Directional Signs | Yes | <input type="checkbox"/> | Not to be Used | <input type="checkbox"/> |
| Banners/Posters | Yes | <input type="checkbox"/> | Not to be Used | <input type="checkbox"/> |
| Road Closure | Yes | <input type="checkbox"/> | Not Needed | <input type="checkbox"/> |
| Traffic Diversion | Yes | <input type="checkbox"/> | Not Needed | <input type="checkbox"/> |
| On Street Parking Restrictions | Yes | <input type="checkbox"/> | Not Needed | <input type="checkbox"/> |
| Car Park Closure | Yes | <input type="checkbox"/> | Not Needed | <input type="checkbox"/> |

Emergency Services

You are requested to notify the police and other appropriate emergency services. Please indicate contact made where necessary:-

| | | | | | |
|-------------------|--------------------------|-------|-------------------|--------------------------|-------|
| Police | <input type="checkbox"/> | | Ambulance Service | <input type="checkbox"/> | |
| St John Ambulance | <input type="checkbox"/> | | Red Cross | <input type="checkbox"/> | |
| Fire | <input type="checkbox"/> | | HM Coastguard | <input type="checkbox"/> | |
| Other | <input type="checkbox"/> | | Other | <input type="checkbox"/> | |

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

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Additional Requirements

- **Risk Assessment**

A full risk assessment should be carried out for all events. This will be a legal requirement in many circumstances. A risk assessment is simply a careful examination of what, at your event, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent the likelihood that someone could get hurt or become ill.

- **Site Plan**

Where appropriate a detailed site plan showing the position of stalls, marquees, arena,

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exhibition units, car parking etc and list of programme items is required. In respect of races etc a detailed route plan, which must show the location of route marshals, must be provided.

- **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 Town Council. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit is deemed necessary.

Organisers will be required to produce evidence of their insurance cover. Organisers will also be required to hold evidence of insurance cover of any exhibitor, band/dance group, sub-contractor, caterer etc, whom they have instructed/authorised to appear at the event and produce it if requested.

- **Use of electricity on the Green**

If an event organiser requires access and use of electricity from one of the electricity power supplies on the Green, a request must be included on the Application for an event. Please read the Council's 'Policy for the use of electricity on the Green for organised events'.

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.

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

Declaration

Please confirm that the following documents will be attached to your application.

| | |
|--|--|
| Risk Assessment attached? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Site Plan attached? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Copy of Public Liability Insurance attached? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Do you require access and use of electricity from one of the electricity kiosks on the Green? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| By returning this form, I confirm that the information provided is correct and I apply for permission to hold the event described, on Silloth-on-Solway Town Council land. | Yes <input type="checkbox"/> No <input type="checkbox"/> |

| | |
|-----------------------|--|
| Signed * | |
| Name (block capitals) | |
| Organisation | |
| Date | |