

Amenities Committee

## EVENT APPLICATION FORM

Venue - WAR MEMORIAL RECREATION GROUND, WHITEFIELD ROAD



Applications must be submitted at least 6 weeks before an event. All sections must be completed with any irrelevant sections being marked 'N/A'.

Please note the Operating Schedule (**OS**) and accompanying plan which contains our licence conditions.

**\*\*IT IS STRONGLY RECOMMENDED THAT YOU READ THE OS PRIOR TO COMPLETING THIS FORM\*\***

### Section 1: EVENT ORGANISERS DETAILS

Name of Organisation

Name of Event Organiser

Contact address and postcode

Telephone

Email address

<input type="text"/>	<input type="text"/>
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Contact details on site during event

Principle contact name and mobile number

Other contact names and mobile numbers

Name of person on incident HOTLINE

(NMTc Mobile number 07741 311062)

Scale site plan showing layout attached?

<input type="text"/>
<input type="text"/>
<input type="text"/>
This will be provided with the keys to site
YES/NO

## Section 2: EVENT DETAILS

Name of Event

Description of Event

Event days and times including set up and take down – times in 24-hour clock please

DATE	SET UP START	EVENT START	EVENT FINISH	TAKE DOWN COMPLETED BY

Expected number of attendees

Are you intending to charge for entry or activities within? If so, please state how you will operate this.

## Section 3: EVENT ACTIVITIES

Sale of Alcohol**	YES/NO	Food and non-alcohol stalls	YES/NO
Performance of a play	YES/NO	Face painting	YES/NO
Showing a film	YES/NO	Sports event*	YES/NO
Indoor sporting event*	YES/NO	Sponsored activity*	YES/NO
Live music	YES/NO	Fairground rides*	YES/NO
Playing recorded music*	YES/NO	Bouncy castle or other inflatables*	YES/NO
Dance performance	YES/NO	Motor Vehicle display*	YES/NO
Facilities for making music*	YES/NO	Re-enactment group*	YES/NO
Facilities for dancing*	YES/NO	Fireworks, laser & pyrotechnic display*	YES/NO
Information display	YES/NO	Bonfire	YES/NO
Arena displays*	YES/NO	Barbecue or hog roast	YES/NO
Market/fete stalls	YES/NO		

Please provide further details for activities marked as \*

**AMPLIFIED music or sound request must include the times that this is scheduled so we can complete our obligations through the licence.**

**FILMING - Please ensure that you have checked the Hampshire Constabulary guidance regarding any filming you wish to do.**

**CHARITY COLLECTIONS – A street collection permit from NFDC is required for money collection or the sale of items as part of the event. Town Council approval can be presumed as standard. A copy of the permission will be required with other documents collected. See O.S.48**

Any activities that are not shown in the list above

All licensable activities are shaded in **ORANGE**. Some of these items may be covered by Live Music Act 2012 or other legislation. The information is required to enable assessment of the full event.

For Sale of Alcohol \*\* please provide the following for **EVERY** supplier of alcohol (use separate sheet if necessary)

Full name of Personal Licence Holder	
Licence number	
Issuing Authority	
Full name of Personal Licence Holder	
Licence number	
Issuing Authority	

#### Section 4: CATERING

Will there be catering at your event?

YES/NO

If YES, please provide details below.

***N.B. It is your responsibility to ensure business caterers are registered with the relevant Local Authority (If local, this would be New Forest District Council) No Food Safety Hygiene certificate is required if catering is by volunteers.***

#### Section 5: FACILITIES REQUIRED

Pavilion and its infrastructure	YES/NO
Acoustic curtain	YES/NO
Fresh running water	YES/NO
Access to Electricity bollards	YES/NO
Vehicle access - north of site	YES/NO

*Minimum 2 weeks' notice needed please*

Toilet block doors close automatically with exception of Disability unit.  
A RADAR key will be provided for event

***N.B. For charity / community events the Town Council will provide additional toilet facilities where appropriate based on type of event & predicted attendance, at no additional cost to event organisers.***

#### Section 6: LITTER AND RECYCLING

Please explain how you intend to keep the site free of litter. (Refer to OS 13 – 15).

***N.B. Event waste found adjacent litter bins will incur a £100 charge for clearance.***

#### Section 7: CAR PARKING/VEHICLES

How will you protect the grassed area from damage from permitted traders' vehicles in poor weather?

How will you publicise the public car parks available for use during your event?

## Section 8: TEMPORARY STRUCTURES AND EQUIPMENT (Please delete as appropriate)

Portable generator	YES/NO	Gas cylinders	YES/NO
P.A.System	YES/NO	Staging	YES/NO
Stage barriers	YES/NO	Lighting rig	YES/NO
Crowd control barriers	YES/NO	Temporary fencing	YES/NO
Gazebo	YES/NO	Event seating	YES/NO
Marquees/Tents	YES/NO	Approximate size of marquees/tents	

Any other not mentioned above?

## Section 9: PROMOTION

How will you advertise your event? (Refer to **OS** point 14)

## Section 10: ORGANISER'S CHECK LIST

Please check that you have included the following documents with your application. See the following page for guidance.

a. Site plan clearly marking layout of event (O.S. 1 applies)	Y/N
b. Notified Safety Advisory Group (NFDC) if attendance 1,000+ (O.S.12)	Y/N
c. Environmental Impact Assessment (including noise)	Y/N
d. Copy of Public Liability Insurance certificate (£5m indemnity)	Y/N
e. Copy of your Event Specific Risk Assessment	Y/N
f. PAT/food hygiene/D&B/First aid/street collection cert copies	Y/N
g. Safeguarding Policy (O.S 23 applies)	Y/N
h. Age Verification Policy	Y/N

I/We have read and understood the **Operating Schedule** (4 pages) and supplementary policies and agree to abide by the terms stated.

Sign.....

Print..... On behalf of.....

Date.....

## OFFICE USE

Amenities permission granted	DD/MM/YY	Food hygiene copies	DD/MM/YY
Hire form received	DD/MM/YY	Disclosure & Barring copy	DD/MM/YY
Public Liability cert copy	DD/MM/YY	First Aid copy	DD/MM/YY
Required indemnity £5m	Y/N	Informed Police of capacity level & consumption area	DD/MM/YY
Event risk assessment	DD/MM/YY	DPS booked	DD/MM/YY
Boundary stewards need/assigned?	Y/N	Neighbours advised	DD/MM/YY
PAT copies	DD/MM/YY	Plan showing alcohol sales positions	DD/MM/YY
Street collection permit copy	Y/N	Amplified event number (only applies if between 1900-2200hrs)	.....of 12