

Stoke-on-Trent City Council Parks

Event Application Form



City of
Stoke-on-Trent

Please fully complete this application form and return to parkevents@stoke.gov.uk

Section One		Event Title	
Name of event:			
Event location:			
Event date:			
Section Two		Organiser Details	
Name of organisation:			
Name of Event Organiser:			
Contact address:			
Post code:			
Website Address:			
Telephone Number:	Mobile		Landline
E-mail address:			
Facebook Address:			
Twitter Address:			
Other Social Media Accounts:			
Telephone number to be given for public enquires:			
Email address to be given for public enquires:			
Contact details for ticket sales:			
Section Three		Event Details	
Description of event:			
Anticipated attendance:			
Event Category (please tick one box only)	Charity <input type="checkbox"/> Commercial <input type="checkbox"/> Community Group i.e. residents association <input type="checkbox"/> Park Friends of Group <input type="checkbox"/>		

For charity events only

Name of Charity	
Charity Registration Number	
Will all income generated go to the Charity concerned?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If NO, please give details:	

Date & Time to enter site for preparation	
Start time of the event each day	
Finish time of the event each day	
Date & Time the site will be vacated after the event	
Is admission to the event free	YES <input type="checkbox"/> (if yes go to Section four) NO <input type="checkbox"/>
If no, what is the admission charge?	£
Will you be selling programmes?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, what is the purchase price?	£

Section Four	Event Attractions/Activities
Please list all the attractions and activities that will take place during/at your event	Please tick the boxes if any of the below equipment or facilities will be part of your event.
	Portable Toilets <input type="checkbox"/>
	Entertainers <input type="checkbox"/>
	Barrier/fencing <input type="checkbox"/>
	Marquees <input type="checkbox"/>
	Portable generators <input type="checkbox"/>
	Inflatables (e.g. bouncy castles) <input type="checkbox"/>
	Live theatre/circus <input type="checkbox"/>
	Alcohol <input type="checkbox"/>
	Food/Drink concessions <input type="checkbox"/>
	P.A. Systems <input type="checkbox"/>
	Portable staging <input type="checkbox"/>
	Bonfire/barbeque (permission required) <input type="checkbox"/>
	Exhibitors/traders <input type="checkbox"/>
	Animal enclosures/facilities <input type="checkbox"/>
	Fair Rides <input type="checkbox"/>
	Fireworks <input type="checkbox"/>
	Live or amplified music <input type="checkbox"/>
	Big Screens <input type="checkbox"/>

Other: (please specify)

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1. Please supply as much information as possible for all of the items above.

2. **A Premises Licence (for over 500 visitors) or a Temporary Event Notice (under 500 visitors) may be required if the event consists of alcohol sales, music, dancing, singing or similar.**
3. **Organisers are responsible for providing a Performing Rights Society (PRS) licence if playing any live or recorded music.**

Traffic Management

Some parks have no or limited on site car parking facilities.

What car parking arrangements are required for the public and staff?

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Do you anticipate the need for:

A Road Closure

A Traffic Diversion

On Street Parking Restriction

A Car Park Closure

If you have ticked any of the above boxes please provide full details of locations, dates and times. You may require a formal traffic order. Please contact the Highways Section of Stoke-on-Trent City Council, giving at least an 8 week notice period. Tel: 01782 234 234

Please provide details of delivery vehicles and/or participating vehicles attending your event (how many, their size and weight). Do these vehicles intend to remain on site overnight?

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Section Five	Catering
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Are you arranging for temporary refreshments (i.e. burger vans) to be part of your event?

Yes No (go to section six)

Hanley Park has catering on site and first refusal for event catering must be offered to the on-site caterers for any new events in the park*

Detail the anticipated type and amount of mobile catering at the event:

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***Exceptions can be made for catering that forms part of the cultural nature of the event or if the event is a food event.**

Section Six	Insurance/Risk Assessment/Licenses/Permits/Event Plan/Emergency Plan/Site plan
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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)
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Public Liability and Employers Liability	<p>The relevant limit of indemnity shall be an amount approved by the Council’s Risk Insurance and Legal Sections. Under no circumstances shall this be less than £5 million and the council reserves the right to require a higher limit if deemed necessary</p> <p>Volunteers at events are often classed as ‘employees’ by insurers. Event organisers must ensure that they have the appropriate insurance cover in place.</p> <p>Organisations will be required to produce evidence of their insurance cover together with that of any exhibitor, performer, sub-contractor, caterer etc. whom they have instructed/authorised to appear at the event</p>
Risk Assessment	Organisers will be required to submit a detailed risk assessment for the event.
Licences and Permits	Organisers will be required to produce relevant licences and permits prior to the event
Event Plan	<p>Organisers will be required to produce a detailed event plan which includes all areas of the event. To include;</p> <ul style="list-style-type: none"> • A detailed site plan showing the positions of stalls, marquees, arena, exhibition units stages, toilets, facilities etc. • A Traffic Management plan including the traffic measures in place, on site traffic movement and car parking facilities. • The programme of entertainment and/or activities including the times and locations. • The emergency plan including the first aid provision, the location of firefighting equipment, the event security, the lost child policy, the evacuation procedures for fire and a detailed terror plan. • In respect of race, parades etc. a detailed route plan that identifies any locations of route marshals, road closures and traffic diversions. • Staffing plan which details the number and location of staff, their duties and responsibilities, the reporting structure and the communication procedures in place. • The licensable activities (if required) • The schedule for the event including the set up and take down times. • The details on exhibitor’s traders and caterers, their location and the booking procedures. • The details on all other event activities and policies in place including the health and safety policy, safeguarding policy, electrical equipment, gas and fuel storage, reporting and recording of incidents, waste management, noise, communications, structures, etc.
<p>All documentation must be received by the City Council by the following deadlines</p> <p>Small Scale Events, under 500 people - 2 months</p> <p>Medium Scale Events, 500 - 1500 - 3 months</p> <p>Large Scale Events 1500 – 6,000 – 3 months</p> <p>Major Events 6,000 + 6 months</p> <p>Failure to comply may result in the council refusing to grant permission for the holding of the event.</p>	

Please send or email this completed form to:

**City Renewal Services, Environmental Services, Upper Admin Block, Cromer Road, Northwood,
Stoke-on-Trent, ST1 6QN. Telephone: 01782 234234. Email: parkevents@stoke.gov.uk**

Decisions on whether to hold the applied for event will be made with regards to the park availability and suitability. Organisers will be contacted within 28 days of receiving the completed application form with a decision on if the event can be hold in the park and the dates that are available. Fees for events will be calculated after receiving the completed form.
