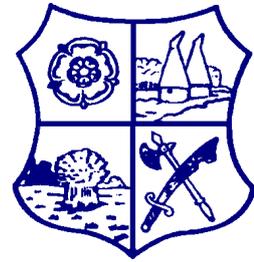


ALTON TOWN COUNCIL



Event Application Form

To be used in applying for events held on land owned or controlled by Alton Town Council

Dear Event Organiser

Thank you for deciding to hold your event with us!

All event organisers who wish to hold their event on council owned or controlled land are asked to complete this event application form and return to:

**Alton Town Council, Town Hall, Market Square,
Alton, Hampshire, GU34 1HD.**

Please ensure that all sections of the form are completed, providing as much detail as possible. Your application may be delayed if all of the information is not provided. It is, therefore, advisable to include details on all the activities you are planning, even if they are just plans at this stage, so that you have plenty of time in which to apply for any licences which may be required. Don't forget to include all the extra documents required as well when you send this back.

Do not be alarmed by this form; it is designed to help you think about all the aspects of running an event so you can plan wisely and make your event a real success.

If you have any problems in completing the form, please contact Greg Burt on 01420 83986 or e-mail greg@alton.gov.uk

Special Events – Conditions

- (1) In these conditions:

words in the singular include the plural and the masculine gender includes the feminine “*the council*” means Alton Town Council of Town Hall, Market Square, Alton, Hampshire, GU34 1HD.

“*the applicant*” means the individual(s) who has completed and signed the application

“*the licensee*” means the individual(s) or organisation on whose behalf the application has been made

“*the event*” means the event described in the application, which the licensee has applied to hold on the council’s land

“*the site*” means the area which the council authorises the licensee to use

“*the Town Clerk*” means and includes any officer of the council acting in his name and with his authority

- (2) The licence, which will come into force if the council accepts the application, solely authorises the licensee to hold the event on the council’s land and gives no other authority or licence. The licence will be personal to the licensee only and cannot be assigned.
- (3) Both the applicant and the licensee will be responsible for the payments to be made and for the cost of meeting all the obligations which are to be carried out by the licensee. In the case of the applicant, this will remain a personal liability.
- (4) The council does not warrant that the site is suitable for the event.
- (5) The event must not create an annoyance or nuisance to any person living in neighbouring properties.
- (6) The licensee must comply with all byelaws, regulations and statutory controls which regulate either the use of the site or any of the activities which take place as part of the event.
- (7) The licensee must obtain all licenses, consents, permits, approvals and permissions which are required for the event or any activities which take place as part of the event.
- (8) The licensee is responsible for health and safety of all persons attending, participating or assisting at the event.
- (9) The Town Clerk may, at his discretion, require the licensee to remove any item offered for sale or any display or entertainment from the event if he considers it to be objectionable or inappropriate. The licensee must immediately comply with a written direction from the Town Clerk to take such action.
- (10) All charges made to members of the public attending the event or for any ride or entertainment offered as part of the event must be clearly displayed.
- (11) The licensee must remove all equipment and restore the surface of the site to the Town Clerk’s satisfaction at the end of the event or any longer period during which he is permitted to occupy the site.
- (12) The licensee must keep the site free from litter and refuse during the event and clear the site and the council’s adjoining land of all litter and refuse at the end of the event. Failure to comply may result in charges to the licensee.
- (13) No vehicles may be parked or stood on the site unless specifically authorised.
- (14) The licensee must arrange public liability insurance to cover the period of the event for at least £2,000,000 in respect of any one claim, the number of claims being unlimited. The cover must be arranged with a reputable insurance company or at Lloyds and details of the insurance cover with confirmation that it has been agreed and all premiums paid must be supplied to the Town Clerk at least one calendar month before the event commences. The Town Clerk may, at his discretion, require a higher level of cover to be obtained, in which case the licensee will be notified of the amount of cover required when the application is accepted.

About you

(1) Name of organisation requesting hire of land

(2) Name of contact person

Position within organisation

Address

Daytime tele no

Evening tele no/
Mobile

Fax no

E-mail

About your event

(3) Title of event

(4) Brief description
of your event

(5) Name of site to be hired

(6) Intended date(s) of event

Start Date:

Finish Date:

Start Time:

Finish Time:

(7) Date(s) site required for setting up/clearing away

Start Date:

Finish Date:

Start Time:

Finish Time:

What's Going on at Your Event?

This is a very important part of your application form. Please endeavour to supply as much information as possible in order that we can help you to have a successful and well organised event. And remember, if any of these details change before the event takes place it is your responsibility to inform us. A map of the site is available from the Town Hall or a very good sketch may suffice.

(8) Please supply a site plan of the intended event. Please clearly identify any structures such as staging, tents, marquees, car parking areas, etc. In addition, please provide a programme of activity for your event.

(9) Estimated number of attendance (public)

(10) Will you be using a marquee or tent at your event?
If YES please submit a copy of your Fire Retardancy Certificate

(11) Will you be holding a raffle?
If you are planning to sell tickets in advance you will need to obtain a Lottery Licence from East Hampshire District Council's Licensing Section

(12) Will you be having a bouncy castle? YES / NO

(13) Are you intending to use a public address system? YES/NO

(14) Will you be having any of the following:
Music YES/NO
Singing YES/NO
Dancing YES/NO
Sporting Event YES/NO

(15) Will you be charging an entrance fee to the event? YES/NO

(16) Are you planning to have fireworks? YES/NO

Food at your Event

Food hygiene regulations apply to any activity which involves handling food (including drinks e.g. beer, coffee, tea, etc)

(17) Will you be providing or selling food? YES/NO

If yes, you should contact East Hampshire's Environmental Health Department to find out about any requirements you should be aware of to ensure that you are complying with appropriate legislation. It is in the interests of those providing food and those consuming the food that all health and safety matters are considered. You want those attending your event to remember it for the best reasons not the worst!

Noise at your Event

Some events can create noise and may disturb local residents. Whilst local people may accept some noise, particularly during day time hours, organisers of events must ensure that a nuisance is not caused.

The council wishes to promote events, but at the same time has a duty under the Environmental Protection Act 1990 to prevent noise nuisance, so a reasonable balance needs to be struck.

If public address systems are going to be issued, or the event includes amplified music or some other *noisy* activity, event organisers need to take measures to ensure that the level of noise is monitored and controlled to prevent it becoming excessive.

You may wish to contact East Hampshire District Council's Environmental Health Department for further information on noise control.

(18) What sort of activities might cause a noise at your event?

(19) Please give the name of the person you have nominated to control noise for the duration of your event

(20) What do you propose to do to check that noise levels are not excessive?

Managing Your Event

(21) Is the event to be run solely by volunteers?

YES/NO

Alton Town Council has a duty to ensure the safety of people using their land under the Health & Safety Act. For this reason we need you to confirm that you have considered carefully all aspects of your event with regard to safety both for people running the event and those attending it.

(22) Please provide a list of all activities taking place at your event that you think need consideration with regard to health and safety, e.g. fair rides, generators, fireworks

(23) How do you intend to control these activities? (e.g. trained personnel, first aiders, fire extinguishers, etc)

(24) Name of responsible person to be on site at all times:

How will the event be controlled and managed?

(25) Will car parking spaces be required? YES/NO
If YES please explain which location will be most suitable, how many spaces will be required and why these spaces are needed

(26) Will you require vehicular access to set up your event YES/NO
If YES please detail (number and type of vehicles to be used)

(27) Will you need to park any vehicles on the site during your event? YES/NO
If YES please detail (number and type of vehicles)

(28) Will you need a power supply? YES/NO
If YES how do you intend to supply it?

(29) Do you require access to water? YES/NO
If YES how do you intend to supply it?

(30) Do you anticipate any ground works or any post event reinstatement? YES/NO
If YES please give details

Litter Collection and Disposal at our Event

In accordance with the Environmental Protection Act 1990 it is the responsibility of all event organisers to collect and dispose of all event litter and refuse in an appropriate manner. It should be noted that litter generated by an event is not household litter and must therefore be disposed of by a licensed organisation e.g. ONYX UK therefore, **litter generated by an event can not usually be taken home or to the local amenity tip. Under no circumstances should event litter be placed in the park's litter bins.** *[Please note that all references to litter are also references to litter and refuse]*

(31) Is your event a charity event? YES/NO
If YES please specify which charity and state the charity registration number

(32) Please provide the name and telephone number of the person responsible for the organisation of the litter collection and refuse disposal at your event

Name(s)

Telephone no(s)

(33) Please specify how and where the litter collected at your event will be disposed of.

(34) Please stage approximately (in sacks) how much litter will be generated by your event.

(35) Licences. "Street Trading Licences" are not necessary to trade in any Alton street or open space. All of the council's sites, and all town centre shopping street/areas, have been licenced for the purposes of holding events. However, should you wish to sell alcohol for consumption on or off the premises you must obtain a Temporary Event Notice (TEN). These take a minimum of 10 working days to process, so please do this in plenty of time. A copy of this, once obtained, must be supplied to the Town Council.

If you need any of the following: Road Closure Order; Lottery Licence; Street Collection Permit or a Temporary Event Notice (TEN), please contact East Hampshire District Council.

Check List

Before signing this form, please ensure that you have completed the check list below, failure to do so will result in a delay in processing your application.

Site Plan: **Complete Application Form:** **Programme of Activity**

Risk Assessment: **Proof of Public Liability Insurance for your group**
And your contractors e.g. firework company:

Declaration

I apply for permission to hold on the council's land, the event described in my application. If my application is accepted, I agree to pay any fees charged by the council, to observe the conditions which are set out on the inside front page of this form and any other requirements which are notified to me with the council's acceptance letter. In addition, I agree to inform the council of any changes to the application form which was originally submitted.

SIGNED

DATE