

Amenities Committee	<b>EVENT APPLICATION FORM</b>
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 <input type="text"/>

**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?

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	<i>Minimum 2 weeks' notice needed please</i>
Acoustic curtain	YES/NO	
Fresh running water	YES/NO	
Access to Electricity bollards	YES/NO	
Vehicle access - north of site	YES/NO	
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 6: 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 7: 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 8: PROMOTION**

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

**Section 9: 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. Environmental Impact Assessment (including noise)	Y/N
c. Copy of Public Liability Insurance certificate ( <b>£5m indemnity</b> )	Y/N
d. Copy of your Event Specific Risk Assessment	Y/N
e. PAT/food hygiene/D&B/First aid/street collection cert copies	Y/N
f. Safeguarding Policy (O.S 23 applies)	Y/N
g. 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

## Section 10: GUIDANCE

### a. Site plan clearly marking layout of event.

Our scale site plan (part of your application pack) shows how the Rec infrastructure is laid out. It has been hand drawn therefore can be used and/or copied by your organisation.

### b. Environmental Impact Assessment.

This is a means of identifying all the areas that the event will impact upon. It should show issues that could occur before, during and after the event and address any complaints after the event setting out steps for a future event so that similar complaints are not made in the future.

Here are some of the things to include in your assessment. An example EIA is contained within the application pack.

**The Site:** Legal constraints (licence conditions within OS are shown in red text); access including slopes; noise; dangers; rights of way; services; other site users; layout plan showing amount of area event requires.

**Surrounding the site:** Neighbours; access; dangers; signage; traffic control; advertising.

**Admin:** Any additional licensing requirements; planning consent (some signage) food hygiene; risk assessment; fire arrangements; advertising; impact study including potential noise (how will the event impact on those around the site?) protection of children and vulnerable adults; training; licences for raffles; timetable of events; opening/closing time; complaint procedure; recording of monitoring results.

**Facilities:** Water; litter; recycling; electricity; first aid; telephones; seating; lighting; tents and marquees; crèche.

**The Event:** Setting up; all parking; patrolling; monitoring (of noise, smells, dangerous substances); weather contingencies (hot/cold/wet); security; lost children & vulnerable adults; cash; crowd management; communication; drugs; emergency access; management of contractors/third parties; dismantling; litter clearance; reinstatement of damage; securing the site once cleared.

### c. Public Liability Insurance Certificate

The above insurance cover is required for third party risks, for no less than £5million for any one claim. The copy must include valid dates (covering the event date); policy holder name; policy number; cover amount; company name and contact number.

### d. Event-Specific Risk Assessment

The Town Council's risk assessment is in your information pack. Your assessment must be specific for your event, and take account of the issues raised in the Operating Schedule. There are many ways to do a risk assessment, but it must include the following – Identification of any hazards; Who might be harmed and how; evaluate risks and set precaution; record your findings and implement required change; review your assessment and update (for your next event). Aspects to assess can be taken from guidance above in Section B (The Event).

More guidance and a risk assessment template is provided at <http://www.hse.gov.uk/risk/fivesteps.htm>

**e. Safeguarding Policy**

Safeguarding children and vulnerable adults is the responsibility of all but for your event it is yours as the organiser should there be an incident. Safeguarding measures must be set out in your risk assessment. Here are some general questions to get you started –

Does your organisation have a Safeguarding Policy Statement?

Do any members of your team require ‘Disclosure & Barring’ checks if the child is likely to be left unaccompanied by parent/guardian?

Do you have a contact name for any related issues during the event, such as lost children or if there are genuine concerns for welfare?

Are all team members aware of your safeguarding procedures and their own personal responsibilities?

More guidance is available from

<https://www.gov.uk/disclosure-barring-service-check/overview>

<https://learning.nspcc.org.uk/research-resources/templates/example-safeguarding-policy-statement>

**f. Street Collection Permits**

It was confirmed during the 2019 event season that charity collections or sale of items from a stall to benefit a charity need to have a Street Collection permit from New Forest District Council. The application form has been reviewed to take account of this likelihood during events on the Recreation Ground. The application form is accessed via the link

[Charity street collection permit - New Forest District Council](#)

Extract from the NFDC web page – *‘However if a number of charities wish to collect at the same event on the same day, these will be permitted, but applicants must obtain the permission of the event organiser first’.*

Town Council permission for the collection can be assumed for the purposes of the application, and a copy of the granted permit/s should be supplied with other event documentation. The Street Collection application process takes approximately 10 days.