

# EVENTS APPLICATION FORM



This Events Application Form is designed to help you plan your event and meet your legal, health & safety requirements. If you have any queries at any stage, please contact:

For Town Centre events - 01923 278237 or [events@watford.gov.uk](mailto:events@watford.gov.uk)

For Park events – 0203 567 6919 or [enquiries.watford@veolia.co.uk](mailto:enquiries.watford@veolia.co.uk)

There are 15 questions in the Events Application Form. There are Supporting Notes numbered 1-15 to match each question.

Please complete all sections – but also note that for simple/small events some questions may not be relevant.

**We advise you to call the relevant team before submitting your form, depending on the nature of your event we need adequate enough notice to consider your event otherwise your event application may not be approved**

## For office use only:

Event ref no:

Name of event:

Details of event:

Location:

Date received:

Processed by:

## Q1

This information will be used solely for the purpose of the event application. It will only be shared with organisations involved in the events application process.

Name or organisation:

Name of event organiser (with overall responsibility for the event):

Contact address:

Postcode:

Daytime tel no:

Evening tel no:

Mobile no:

Fax no:

Email:

Web address (if applicable):

Have you organised an event before

Yes

No

If so please give details:

Contact details on site during the event:

Event organiser – mobile:

Event deputy – mobile:

Names and roles of other team members:

## Q2 EVENT DETAILS

(If your event covers more than one day, please give details for each day)

Name of event:

Event site:

Description of event proposed:

Event days and times including set up and take down:

Date	Arrive on site	Event start	Event finish	Leave site

Approx number of people expected to attend/participate in your event:

Participants:

Visitors/spectators:

## Q2b EVENT DETAILS (cont'd)

Who is your target audience:

Type of event (please tick one box only):

- Registered charity event
- Non-registered charity event
- Commercial event
- Not-for-profit event

Name of charity (if applicable):

Charity Registration Number:

Will all income raised go the charity concerned?

Yes

No

If no, please give details:

Is the event open to the public?

Yes

No

Is entry by donation?

Yes

No

Are you charging an admission fee?

Yes

No

Are you selling programmes?

Yes

No

If yes, how much?

Is the event sponsored by an organisation?

Yes

No

If yes, please give details:

### Q3a ACTIVITIES AT YOUR EVENT – TYPE OF ACTIVITIES

Do you intend to have any of the following attractions/provision at the event, and if so, how many?

If you have ticked any of the circles shown in red, you may need to apply for a Temporary Event Notice (TENS), a permit or your own Premises Licence in accordance with the Licensing Act 2003. Contact Watford Borough Council's Licensing department for advice on tel: 01923 278476 or by email: [licensing@watford.gov.uk](mailto:licensing@watford.gov.uk)

- |  |  |
|--|--|
| <input type="radio"/> Sale of alcohol                  | <input type="checkbox"/> Sponsored activity e.g walk             |
| <input type="radio"/> Live music performance           | <input type="checkbox"/> Fairground rides*                       |
| <input type="radio"/> Facilities for music making      | <input type="checkbox"/> Children's fairground rides attractions |
| <input type="radio"/> Playing of recorded music        | <input type="checkbox"/> Bouncy castle/inflatables*              |
| <input type="radio"/> Facilities for dancing           | <input type="checkbox"/> PA system                               |
| <input type="radio"/> Performance of a dance           | <input type="checkbox"/> Marching bands                          |
| <input type="radio"/> Performance of a play            | <input type="checkbox"/> Re-enactment groups                     |
| <input type="radio"/> Showing of a film                | <input type="checkbox"/> Fireworks/laser & pyrotechnic displays* |
| <input type="radio"/> Boxing or wrestling              | <input type="checkbox"/> Motor vehicles/displays                 |
| <input type="radio"/> Raffle/lottery                   | <input type="checkbox"/> Aircraft/flying displays*               |
| <input type="radio"/> Charity collection               | <input type="checkbox"/> Animals*                                |
| <input type="radio"/> Late night refreshments          | <input type="checkbox"/> Bonfire                                 |
| <input type="radio"/> Animals (display & activities)   | <input type="checkbox"/> Barbecue                                |
| <input type="checkbox"/> Food and non-alcoholic stalls | <input type="checkbox"/> Henna tattoos                           |
| <input type="checkbox"/> Market stalls/merchandising   | <input type="checkbox"/> Face painting                           |
| <input type="checkbox"/> Beer tent                     |  |
| <input type="checkbox"/> Sports event*                 |  |

Where \* please provide further details:

If your activity is not covered in the above list – please specify

**Note: If the activities at your event change after you have submitted this application form it is your responsibility to advise the Events Team**

### Q3b ACTIVITIES AT YOUR EVENT – CATERING

Caterer's name, address, tel no, and email address/web address	Type of catering unit and food/drink to be provided	Which local authorities are they registered with

### Q3c MUSIC: PERFORMING RIGHTS

If you are having music at your event please tick all the boxes that are appropriate. (This is the for the Events Team information only to help calculate our annual Performing Rights Society (PRS) contribution).

#### Live Music Performance

- Original material       Cover material       Hymns/gospel

#### Recorded Music

- CD/Tape/MP3       Live radio station broadcast  
 Not applicable at your event

### Q4 PROMOTING YOUR EVENT

How will you advertise your event

- National newspaper       Local newspaper       Radio  
 TV       Posters       Leaflets  
 Websites       Social media (Facebook/Twitter/Youtube)

Other (please give details)

Do you intend to use signage, banners and posters to promote your event? Please give details of locations and materials to be used

- Not applicable at your event

**Note: Fly posting is illegal**

Please insert a contact number and/or website where more information can be obtained about the event. These details will be given to members of the public in the event of an enquiry being made

## Q5 RISK ASSESSMENTS

Please list areas of your event requiring a risk assessment

- Risk assessment(s) attached
- Risk assessment(s) to follow

Failure to supply risk assessments may result in your event being refused permission

## Q6 INSURANCE

The Event Organiser is required to hold a current policy of insurance relevant to the activity being organised in respect of Public Liability or Third Party risks (including products liability where appropriate). Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed appropriate. The minimum amount of cover required will be confirmed in writing.

Please give details of the dates and value of your cover below and provide a copy of your insurance certificate(s) with your completed application

Level of your cover:

Dates of your cover:



## Q7 CAR PARKING

Please outline your parking arrangements for event staff, contractors and volunteers. (How many event vehicles will there be, where will they park and how do you intend to manage the parking of those vehicles?) Please also show car parking arrangements on your event site map

Where will visitors to your event park their cars?

How will you direct visitors safely to your event from the car park (e.g. road crossing arrangements etc)?

Not applicable at your event

## Q8 TRAFFIC MANAGEMENT & ROAD SAFETY

Will you need to apply for any of the following on the public highway:

- |   |   |
|---|---|
| <input type="checkbox"/> Road or footpath closure       | <input type="checkbox"/> Any signs, cones or traffic management |
| <input type="checkbox"/> On street parking restrictions | <input type="checkbox"/> Car park closure                       |

If you have ticked any of the above, please provide an overview of the locations, dates and times below.

## Q9 TEMPORARY STRUCTURES & EVENT EQUIPMENT

Do you intend to use any of the following at your event, and if so, how many? Please tick as appropriate and give details below:

- |   | No: |  | No: |
|---|-----|--|-----|
| <input type="checkbox"/> Portable generator.....[ ]     |     | <input type="checkbox"/> Marquees/tents.....[ ]              |     |
| <input type="checkbox"/> Staging.....[ ]                |     | <input type="checkbox"/> Gazebo.....[ ]                      |     |
| <input type="checkbox"/> Stage barriers.....[ ]         |     | <input type="checkbox"/> Perimeter fencing.....[ ]           |     |
| <input type="checkbox"/> PA system/mixer tower.....[ ]  |     | <input type="checkbox"/> Temporary fencing.....[ ]           |     |
| <input type="checkbox"/> Lighting rig.....[ ]           |     | <input type="checkbox"/> Event seating.....[ ]               |     |
| <input type="checkbox"/> Crowd control barriers.....[ ] |     | <input type="checkbox"/> Multiple use tables/seating.....[ ] |     |

Other (please specify below)

Details, including specifications and sizes of any structures or event equipment:

Seating and tables on decked area outside the beach. There will be fencing between the big screen and the beach

Not applicable at your event

## Q10 TOILETS

Will you be providing portable toilets?  Yes  No

If yes, please give details of how many and what type; cubicle, bank urinal etc:

Will the toilets be cleaned during the event?  Yes  No

Which contractor is providing these facilities?

Delivery date and time:

Cleaning/emptying date& time:

Removal date & time:

## Q11 LITTER & WASTE

Please identify how you plan to keep the event and surrounding area free of litter and remove refuse from the site after the event

Refuse contractor:

No. of refuse bins:

No. of recycling bins  
(recommended for static events with 100+ people):

Collection from site arrangements & time(s):

## Q12 ELECTRICITY, WATER & GAS

Do you intend to use any of the following:

- On site electricity supply       Gas cylinders       Not applicable  
 On site water supply       Generators

Please provide details:

## Q13 FIRST AID

Please supply an outline of the medical and first aid cover to be provided:

Name of first aider and qualifications:

## Q14 MARSHALS & SECURITY

Number of marshals at your event

Not applicable

How will they be identifiable?

What roles will they provide at the event site?

What roles will they provide on the public highway? Please indicate level of expertise/training provided to marshals:

Number of security staff (SIA) at your event

Security Industry Association (SIA) numbers

Will you have overnight security?

Yes

No

## Q15 LOST AND FOUND CHILDREN

Please outline your arrangements for lost and found children at your event

## Thank you for completing this Event Application Form.

Checklist	Attached	N/A
Event application form	<input type="checkbox"/>	<input type="checkbox"/>
Public liability insurance certificate	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments	<input type="checkbox"/>	<input type="checkbox"/>
Site plan	<input type="checkbox"/>	<input type="checkbox"/>
Emergency procedures	<input type="checkbox"/>	<input type="checkbox"/>
Events programme	<input type="checkbox"/>	<input type="checkbox"/>
List of stallholders/exhibitors	<input type="checkbox"/>	<input type="checkbox"/>
Event staff briefing pack	<input type="checkbox"/>	<input type="checkbox"/>
First Aid provision	<input type="checkbox"/>	<input type="checkbox"/>

If you have any queries at any stage please contact the Events Team on tel: 01923 278237 or email: [events@watford.gov.uk](mailto:events@watford.gov.uk)

### Declaration

If permission is granted for the event described in this application to proceed, I hereby agree to comply with the terms and conditions and the permission letter and with all reasonable instructions given by all authorised officers at Watford Borough Council and representatives of other statutory services.

By signing/emailing this form I confirm that I am aged 18 or over and I understand the terms and conditions and I also understand my obligations and responsibilities with regard to the content of this application.

I understand my failure to comply with any terms and conditions may result in the refusal of a booking or cancellation of the Event by Watford Borough Council. In addition, I agree to inform the Council of any proposed changes to the information contained within this application.

Print name

On behalf of

Signed

Date

### Data Protection

Any information you provide on this form will be held by the Council in accordance with the Data Protection Act 1998. If you have any questions relating to the use of your data, please contact the Events Team. The information you provide will be used for assessing your event application and may also be passed to members of the Watford & Three Rivers Safety Advisory Group for this purpose.