



Events Application Form 2019

Please complete this form including as much detail as possible. If you have any queries, please contact us on 01202 451718 or email at events@bcpcouncil.gov.uk

Cost:

There will be a charge for holding an event on council land. This charge is dependent on the size, duration, and requirements for the event. An exact cost will be advised on receipt of the application form.

Name of event

Organisation applying (and charity number if applicable)

Contact name

Address

Email

Contact numbers

Space required
(include site map where possible)

Date

Set up and breakdown time

Set up:

Breakdown:

Event start and finish time

Start:

Finish:

Details of Licensable Activities: Please give full details about your licensable activities including style of music and performances, noise prevention you will put in place, number of bars, alcohol management control – Use additional paper if required.

EVENT INFRASTRUCTURE

Please tick the appropriate box to confirm which of the following infrastructure you will be bringing onto site;

	Yes	No
First Aid	<input type="checkbox"/>	<input type="checkbox"/>
Toilets	<input type="checkbox"/>	<input type="checkbox"/>
Marquees	<input type="checkbox"/>	<input type="checkbox"/>
Caterers	<input type="checkbox"/>	<input type="checkbox"/>
Traders	<input type="checkbox"/>	<input type="checkbox"/>
Generators	<input type="checkbox"/>	<input type="checkbox"/>
SIA Security	<input type="checkbox"/>	<input type="checkbox"/>
Stewards	<input type="checkbox"/>	<input type="checkbox"/>
Stage	<input type="checkbox"/>	<input type="checkbox"/>
Public Address System	<input type="checkbox"/>	<input type="checkbox"/>

Details of Event Infrastructure: Please give full details and numbers about event infrastructure for example number of first aiders, type of stewards (paid, volunteers) – Use additional paper if required.