

PARKS AND OPEN SPACES – EVENT APPLICATION

Please answer ALL questions, read the completed form and sign

Name of your Organisation			
Name and telephone number of the person authorised to represent organisation to take overall responsibility for the event			
Company / Charity Registration Number (state which)			
Registered Address			
		Postcode	

Telephone Number	Fax Number	
Email Address	Website	
Address of the above individual, if different from the registered address		
Venue / Location requested		
Proposed dates of events		
Opening times proposed (to include preparation)	From	To
Title of Event		
Approximate area required		

Please specify the type of event you proposed to hold:

Musical <input type="checkbox"/>	Fun Fair <input type="checkbox"/>	Circus <input type="checkbox"/>
Community Event <input type="checkbox"/>	Sports <input type="checkbox"/>	Fayre <input type="checkbox"/>
If other, please specify nature of event		
Will the event include amplified music?		Yes <input type="checkbox"/> No <input type="checkbox"/>

(as this may require a licence)		
Will alcohol be provided? (as this may require a licence)	Yes	No
Who is the event aimed at? ie young people, families etc		
Approximate number of people attending?		

Plan enclosed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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How will the event be advertised?

Radio <input type="checkbox"/>	TV <input type="checkbox"/>	Press <input type="checkbox"/>
Posters <input type="checkbox"/>	Flyers <input type="checkbox"/>	Other <input type="checkbox"/>
If other, please give details		

Will you be providing additional toilets	Yes	No
Will the event be fenced	Yes	No
Will you be providing lighting	Yes	No

If yes to any of the above, please give details	
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Signed	
Date	

INFORMATION FOR HIRING A PUBLIC PARK OR OPEN SPACE

Before staging any event the Council will require the following:

- **A copy of your emergency plan:** To include details of what you will do if an emergency occurs whilst you are responsible for the site (this must include, though not restricted to, details regarding first aid cover, line of management, evacuation process, process and identified access and egress points for emergency vehicles).
- **A risk assessment:** Identifying current potential hazards and risks at the site and detailing what precautions you will have in place for these potential risks and hazards.
- **Event Programme:** Detailing the various activities and times supporting this event. The programme must also detail the method of setting the event up / breaking it down and taking off the site.
- **A copy of public liability / all risks insurance cover for the entire period of occupation**
- **Site plan to include the general location of each individual activity**

The completed application form with attachments should be returned to:

Parks and Open Spaces
London Borough of Havering
Town Hall
Main Road
Romford
RM1 3BB

or

Email: parks@havering.gov.uk
Telephone: 01708 434743