**Event Enquiry Form 2020**

**This form is not a guarantee of a booking. Please do not advertise your event until you received the booking forms.**

**Once your application is approved you will receive an agreement to sign and return with your insurance details.**

**Please note there will be a fee charged for all events in the park and for any reinstatement work that is needed after the event.**

**If all the necessary documents are not received with 12 weeks of the event the date will be forfeited.**

**Event**

|  |  |
| --- | --- |
| **Name of Event** |  |
| **Event Location** |  |
| **Summary of Event (eg fun run/fair etc)** |  |
| **Event Dates (excluding preparation/dismantling days** |  |
| **Event Times** |  |

**Organisers Details**

|  |  |
| --- | --- |
| **Name of organisation** |  |
| **Event Managers Name** |  |
| **Contact address and post code** |  |
| **Telephone number – landline** |  |
| **Telephone number – mobile** |  |
| **Email address** |  |
| **Event public enquiries contact** |  |

**Event Details**

|  |  |
| --- | --- |
| **Brief Description of proposed event.** |  |
| **Is this event for a: (please tick one)** |  |
| * **Registered charity** |  |
| * **Commercial event** |  |
| * **Fund raising event** |  |
| * **Community event** |  |
| **Admission price (if applicable)** |  |
| **Dates to enter site for set up** |  |
| **Dates event open to the public** |  |
| **Event start and finish times** |  |
| **Approximate number of people expected on site** |  |

**Charity Events**

|  |  |
| --- | --- |
| **Name of charity project** |  |
| **Charity registration number** |  |
| **Will all income raised go to the charity** |  |
| **If no give details** |  |

**Activities**

**Do you intend to utilise/permit any of the following at your event?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Fireworks** |  | **Taped music/sound** |  |
| **Carnival procession** |  | **Live music** |  |
| **Fairground equipment** |  | **Live entertainment** |  |
| **Barriers/fencing** |  | **Portable generator** |  |
| **Marquees** |  | **Alcohol** |  |
| **Domestic gazebos** |  | **Stewarding/security** |  |
| **Market stalls** |  | **P A system** |  |
| **Toilets** |  | **Portable staging** |  |
| **Power supply** |  | **Bouncy Castle** |  |
| **Horses/donkeys other animals** |  | **Sale of food/drink** |  |
| **Motor vehicles** |  | **on site advertising** |  |
| **Other please specify:** |  |  |  |
|  | | | |

* A temporary events licence maybe required for some events please check on line at <http://www.reigate-banstead.gov.uk/business/licensing/euten/index.asp>
* A licence is also required for the sale of alcohol
* Please refer to the event catering check list for all on site caterers

**Toilets**

You are required to ensure that adequate toilet facilities are on site for your event

|  |  |
| --- | --- |
| **Number of toilets brought on site** |  |
| **Name and address of hire company** |  |
| **Method of disposal** |  |

**Litter**

|  |
| --- |
| **Please describe the method to be used to keep the area free of litter and refuse** |
|  |

If you require extra litter bins for your event please contact the Helpline on 01737 276000

**Insurance**

* Event organisers are required to hold a current policy of insurance in respect of public liability or third party risks. The relevant limit of indemnity must be no less than £5 million and the Council reserves the right to ask for a higher limit if necessary.
* Organisers must produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub contractor, caterer etc whom they have authorised to appear at the event.
* All documentation must be produced 28 days before the event or the event will be cancelled.

**Health & safety and emergency arrangements**

* Please produce a risk assessment/event safety plan and include a copy of any recent equipment inspection and/or maintenance documentation if applicable.
* You are required to notify the police and other emergency services of your event. Please include an emergency procedure.

**Once your application is approved you will receive an agreement to sign and return with your insurance details.**

**If you need more information then please contact the Park officer on**01737 276624 **–** [**helen.west@reigate-banstead.gov.uk**](mailto:helen.west@reigate-banstead.gov.uk)

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