

## 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 or PA system? (this may require a licence)  Please detail how volume levels will be monitored and managed.	Yes	No
Will alcohol be provided? (this may require a licence)	Yes	No
Who is the event aimed at? ie young people, families etc		
Approximate number of people attending?  Is this a ticketed event?  How will numbers be monitored?		

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 food be available at your event? (if yes please provide a copy of safety certificates)	Yes	No
Will the event be fenced off (if yes please provide details)	Yes	No

Will you be providing lighting (if yes please provide details)	Yes	No
Will you be erecting any temporary structures (if yes please provide details)	Yes	No
Do you require a Special Event Temporary Traffic Regulation Order? (if yes, you will need to seek approval from the Highways department)	Yes	No
Will there be registered first aiders at your event (paid or voluntary)? Please state how many and from what organisation	Yes	No
Please provide details of any police involvement in the event? (presence, notification etc)		
How many staff members and/or volunteers will be involved in the event? How can they be identified during the event? What will their duties be?		

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

By signing this document you agree to the Terms and Conditions stated below. Please ensure that you have read and fully understand the Terms and Conditions before signing. If you have any questions, please contact the Officer in Charge.

### **Terms and conditions (Parks and Open Spaces Events)**

1. Hiring a Park or Open space owned and managed by the London Borough of Havering Council will be subject to a hire fee. Fees and charges are reviewed and subject to change annually. The hire fee for the event is based on; event type, duration, size and location. Flexibility will be retained to permit Council Officers to negotiate fees based on information supplied by the hirer. An invoice will be sent to the hirer and is to be paid as soon as possible.
2. Should a hirer cancel their event less than 14 days prior to the event date a cancellation fee of 25% the agreed fee will be charged by the Council.
3. Permission is required before any banners, posters or other advertising material is erected or affixed on park fencing, gates, notice boards etc. The Council does not condone fly-posting, and any advertising material that has been affixed or erected without permission will be removed.
4. Should the Council have to provide, staffing, equipment, undertake works or provide other resources to the event, then the cost of such will be recharged to the event organisers.
5. A site inspection by a Council Officer will take place after each event. If repairs or reinstatements are required due to damage caused throughout the duration of the event, either directly or indirectly, damage fees will be charged to the event organiser. The amount is to be determined by Council Officers and is non-negotiable.
6. Failure to make payment for any of the costs associated with hosting a park or open space event in borough may result in future event applications being rejected and possible legal action to recover the outstanding balance.
7. A proposed event is not approved until it has been subject to the relevant consultation (where necessary) and all relevant paperwork has been submitted to the Officer in Charge. A confirmation email will be sent to the event organiser once their event has been approved. The Council reserves the right to cease any event that has not been formally approved.
8. All other costs related to delivery of the approved event shall be the responsibility of the event organiser including, but not limited to; licenses, temporary sanitary provisions, first aid provisions, advertisements (both physical and digital).
9. The event organiser shall adhere to the Park Byelaws whilst at the venue. Failure to comply with the byelaws may result in future applications being rejected and possible fines being charged to the organiser.

10. The Council is not responsible and will not accept liability for any loss, damage, injury or death howsoever and by whomsoever caused, whether to property or person(s) or sustained by any person at the venue. The hirer agrees to indemnify the Council against all claims, proceedings, actions, damages, costs, expenses and other liabilities which may arise out of, or in consequence of, the hire or use of the venue. The event organiser is responsible for all safety aspects of the event and venue for the duration of their hire.
  
11. Should unavoidable works be organised at the venue that would impede or cause significant disruption to the event, the Council, in the first instance, will find an alternative suitable venue for the event at no extra cost. The Council will aim to relocate an event no later than one month before the event date. If an alternative venue is not available, the Council will refund the organiser. If the event's duration spans several agreed dates, the hire for the disrupted days will be refunded. Only the hire fee will be refunded, additional costs borne by the event organiser will not be refunded.

## **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**

**Please return this application with attachments to:**

Email: [events@havering.gov.uk](mailto:events@havering.gov.uk)

Telephone: 01708 434153