 Warwick District Council

Town Hall

Parade

Royal Leamington Spa

CV32 4AT

**Email** events@warwickdc.gov.uk

**Tel** 01926 456222

**Event Application Form**

APPLICATION TO HOST AN EVENT IN WARWICK DISTRICT

Please note that as well as completing this application form, the Events Team may wish to meet you to discuss the details of your event.

This form is designed to give an initial overview of your proposed event. Following this form, the event organiser may also need to submit a full ‘Event Management Plan’. Warwick District Councils Events Team will advise you of this. Guidance notes on how to produce an Event Management Plan are available.

**Send this completed form to** [**events@warwickdc.gov.uk**](mailto:events@warwickdc.gov.uk) **at least 3 months in advance of your event date.**

You must complete this form in order for the District Council to process your event booking. If you do not complete this form, your application will not be processed.

**By submitting this form, it does not confirm your booking. We ask that you do not advertise your event until WDC has approved it.**

The personal data contained in your event documents will only be shared with relevant consultees, with whom the Council works to organise events and ensure that the necessary consents are in place.

Your personal data will be kept for 7 years and will be securely destroyed after this time.

You have the right to access your personal data and to complain if you think your data is being used incorrectly. You may also have other rights, such as to have your data corrected or erased. For full details on your personal data rights please see the Council’s main Privacy Notice on: [Warwick District Council's website](http://www.warwickdc.gov.uk/).

For the Data Controller and Data Protection Officer’s contact details and further information please see the Council’s main Privacy Notice on: [Warwick District Council's website](http://www.warwickdc.gov.uk/).

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| **Event Application Form** | |
| **Event Name** |  |
| **Date of event** | /     / |
| **Start and finish times  of event** | Start       Finish |
| **Any additional Set up and Set down times required** | Dates      /     /  Times |
| **Preferred event location** |  |
| **Please provide brief details of your event**  Include a brief description of your event. What would you like to do and why?  Who is the event aimed at?  Please add in any other information that will help us understand your proposed event. |  |
| **Expected attendance** | (per day) |
| **Type of event** | Charitable  Commercial  Community  Promotional  Stand  Other |
| If Charitable, which charity are you collecting for? |

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| **Contact information** | |  |
| **Name of Organisation** |  |
| **Name of person responsible** |  |
| **Position in Organisation** e.g. Secretary, Treasurer |  |
| **Address** |  |
| **Telephone number** |  |
| **Alt. telephone number** |  |
| **Email** |  |
| **Name of any person/s who are responsible on the day(s) and how to contact them** | |  |
| **Name** | **Mobile phone** |
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| **Can these phone numbers be given to people making general enquiries about your event?** | Yes  No |

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| **Additional event information** | | | |  |
| **Will your event require any road closures?** Please note a Traffic Management Company will be required to officially close the roads | | | Yes  No |
| **If Yes, please state desired roads and times of any closures:** | | | |
| **Please identify how you will minimise the use of single-use plastics during your event:**  **WDCs Plastics Policy:** [Warwick District Council's Plastics Policy web page](http://www.warwickdc.gov.uk/downloads/file/5200/plastics_policy) |  | | |
| **Will your event be using any amplifying equipment?** | | | Yes  No |
| **Are you having any live music at your event?** | | | Yes  No |
| **Will you be erecting and structures e.g. Stage? Marquee? etc.** | | | Yes  No |
| **If Yes please supply further details:** | | | |
| **Will any goods be on sale at the event, this includes the sales of food and drink?**  Changes were made in January 2017 which requires that all events with an element of selling, apply for a Street Traders Licence. More information can be found at: [Street Traders Licence web page](http://www.warwickdc.gov.uk/info/20009/licensing/18/street_trading_licences) | | | Yes  No |
| **If Yes please state what:** | | | |
| **Are you planning any charitable collections at the event?**  If you wish to collect money for charity at your event, then you must apply for a Street Collection Licence. More information can be found here:  [Licensing information web page](https://www.warwickdc.gov.uk/info/20009/licensing) | Yes  No | | |
| **Is there a ticket fee to attend your event?** | | | Yes  No |
| **Will alcohol be on sale at your event?** | | | Yes  No |
| **Will you need to leave equipment, structures etc. on site overnight?** | | | Yes  No |
| **What First Aid provision is in place. FREC Level 3 First Aiders will be required for certain size events, accompanied by a Medical Plan from the provider.** | | |  |
| **Named First Aider** | |  | |
| **How will you encourage visitors to your event to use public transport, walk or cycle?** | |  | |

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| **Food and Drink** | | | |  |
| **Are you planning to have any food/drink/ice creams etc. on sale?** | | | Yes  No |
| **If yes, please give the trading name and contact name for each food/drink provider:** | | | |
| **Name / Trading Name** | **Contact telephone number** | **Email address** | |
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| Each Caterer will be required to complete a ‘**Temporary Premises Registration Form’**.  This form can be downloaded from: [Food Licenses web page](http://www.warwickdc.gov.uk/info/20025/food_related_licences) or obtained by contacting the Food Safety Team on: 01926 456713. | | | |
| **Please note: If you plan to serve food in a park/area where permanent Caterers are based, we will need further consultation with all parties to allow catering provision at your event.** | | | |

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| **Marketing information** | | |  |
| **Does your event have a website?**  **Twitter or Facebook page?** | **Website address:** | |  |
| **Twitter Name:** | |  |
| **Facebook page:** | |  |
| **Other social media:** | |  |
| **Accompanying documents** | | |
| **In addition to this application form you will also need to submit the following documents at least 3 months before the event.**  Please be aware we will inform you which documents will be required to run your event from the list below. This information will be circulated to relevant partners for consultation, before we are able to issue an Event Licence. **Failure to provide satisfactory documentation could result in your Event Application being denied.** | | |
| **We will inform you if you need to complete any of the following:** | | Included |
| 1. **A full Event Management Plan for your event.** Please see the Event Plan Guidance Notes which will help you write a suitable document for your event. As a minimum a good Event Plan should include:  * Complete Event Description * Event Timetable * Site plan/map * Event Risk Assessments * Communication Plan * Traffic Management Plan (if relevant) | | Yes  To follow |
| 1. **Copy of Public Liability Insurance.** At least £5 million cover is required. | | Yes  To follow |

**Additional Information**

WE WILL INFORM YOU IF THE FOLLOWING APPLY TO YOUR EVENT:

**Event Charges and Deposits**

**Fees and charges**

There will be a charge administered to Events Organisers for holding events within the district. The scale of fees and charges applied are based on the size of event, event location and the type of event e.g. community/charity/commercial.

Event Organisers pay a bond/deposit which is designed to help protect our parks and open spaces from damage. Please liaise with our Events Team to discuss the level of deposit required for your event.

The Bond/Deposit will be refunded after the event assuming that the:

* Site is free of event litter
* No damage has occurred to the venue
* [In parks] there has been no breaches of the parking and stall protocol
* Safe return of all keys
* All WDC equipment returns, in the condition lent

Any deductions will be discussed at the post-event site inspection. It is important that the Event Organiser oversees the event and manages the site to a high standard. WDC will be able to return the Bond/Deposit in full, if the expected standard is met.

Please note: If costs exceed the Bond/Deposit, the Event Organiser will be invoiced for any outstanding costs. Permission will not then be granted for future events.

**Additional Charges**

There may be charges for extra services provided, such as extra waste provision, equipment hire, water stand pipes, power etc. Please liaise with our Events Team to discuss any additional requirements.

**Safety Advisory Groups**

Once your event has been through our consultation period it may need to be discussed at a Safety Advisory Group (SAG) meeting.

This is for large scale events which could attract a significant amount of people to the area. The SAG consists of representatives from the Police, Fire, Ambulance, County Highways and Warwick District Council Officers. The meeting is to ensure the Event Plan is communicated to all relevant partners. The Events Team will support you through this process which we encourage you to attend.

**Please ensure that you have read the attached ‘Licence Terms and Conditions’. Submit your Event Application Form at least 3 months in advance of your event date to** [**events@warwickdc.gov.uk**](mailto:events@warwickdc.gov.uk)

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| I hereby apply, on behalf of the above named Organisation,  for permission to use the site and facilities detailed in this application. | |
| I have been provided with a copy of the Council’s ‘Licence Terms and Conditions’  and I undertake to ensure that such Terms and Conditions, are fully and properly  observed by all persons organising and attending the event. | |
| **Signed** | **Responsible Person or Authorised Agent(s)** |
| **Date** | /     / |