

Stratford Park Event Application

This form acts as the initial brief to highlight the nature and size of your event, it will enable Stroud District Council officers to provide advice and guidance on specific aspects of your event i.e. licensing requirements, helping to inform safe planning and delivery of your event; minimising the risk to public safety. Please refer to the contact officer in Section 8 of this form for assistance.

|  |
| --- |
| 1. **Event Details**
 |

Please complete each section and provide as much detail as possible in relation to the type and nature of your event. (please delete the Y/N as appropriate)

|  |  |
| --- | --- |
| **Name of event** |  |
| **Type of event** |  |
| **Date of event** |  |
| **Nature of event** | Charitable eventVoluntary / Community eventCommercial event | Yes | No |
|  |  |
| **Description of event activity** |  |
| **Anticipated numbers (participants and spectators)** | Participants – Spectators –  |
| **Event start/finish times (including set up and clear up times)** | Set up time – Start of event – Finish of event – Site cleared by -  |
| **Is there a charge to the public to take part in the event (if yes please provide details)** |  |
| **Has the event been held before (if yes please provide details)** |  |
| **If your event has been held at Stratford Park before, do you plan to operate as per previous events or will there be any significant changes?** |  |

|  |
| --- |
| 1. **Event organisers details**
 |

Please complete each section

|  |  |
| --- | --- |
| **Name of event Organiser/manager** |  |
| **Name of organisation** |  |
| **Address** |  |
| **Email** |  |
| **Tel number** |  |
| **Has your organisation and / or the event manager ever been convicted or found negligent in the planning or staging of an event?** |  |

|  |
| --- |
| 1. **Event location**
 |

Please complete the location details of your event. If your event is in more than one location or on a public highway please specify the details. If possible please include a site map.

|  |  |
| --- | --- |
| **Main location of event** |  |

|  |
| --- |
| 1. **Licensing details**
 |

Please complete each section. The information contained within this section will help determine if a license is required.

Contact the Licensing Officer at Stroud District Council for guidance.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Yes | No |
| **Will there be alcohol at the event?****(mark as appropriate)** | There will be no alcohol at this eventWe are selling alcoholWe are serving alcohol (no sale)Public can bring their own |  |  |
| **Will there be regulated entertainment? (mark as appropriate)** | Live musicPerformance of a play(s)An exhibition of a film(s)Playing of recorded musicPerformance of danceProvision for making musicProvision of facilities for danceBoxing or wrestling entertainment |  |  |
| **If you require a license for your event have you spoken with the licensing authority? (mark as appropriate)** | No license requiredThe venue is already licensedWe are unsure if a license is requiredWe are in contact with the licensing authorityWe have submitted an application for a TENA TEN has been approved |  |  |

|  |
| --- |
| 1. Event health and safety details
 |

Please complete each section.

Contact the Environmental Health Service at Stroud District Council for guidance.

|  |  |  |  |
| --- | --- | --- | --- |
| **Will food be served at your event? (mark as appropriate)** | Food will not be providedFood will be provided by professional caterersFood will be provided by the local restaurantsParticipants will bring their own (for individual consumption only) | Yes | No |
|  |  |
| **Will the event create any noise? (mark as appropriate)** | Music will be playedFireworksNoise from spectators |  |  |
| **Does your event have Public Liability insurance? (please state the level of cover i.e. £10m)** |  |
| **Will there be any electricity/gases used at the event? (please provide details of what and how it will be used)** |  |
| **Is your event to be held exclusively within Stratford Park (if yes please give details)** |  |
| **Will there be any unusual/ high risk activities taking place at the event? (including set up / clear up)** |  |
| **Will the event have any temporary structures being erected? (mark as appropriate)** | No structuresMarqueesScaffoldingFencingStageBouncy castles / inflatables | Yes | No |
|  |  |

|  |
| --- |
| 1. Supporting information
 |

Stroud District Council recommends that as a minimum the following documents should be in place for your event –

|  |  |  |
| --- | --- | --- |
| Public liability insuranceEmployee liability insuranceEvent management planEvent risk assessmentsEvent site plan | Yes | No |
|  |  |

Please note that Stroud District Council may request that one or all of the above documents are made accessible to Stroud District Council officers for the purpose of checking measures for public safety.

|  |
| --- |
| 1. Declaration
 |

I confirm that the information contained within this document is accurate and correct to the best of my knowledge.

I understand that Stroud District Council cannot accept any responsibility for any aspect of my/our event.

I understand that the responsibility for safety at my/our event remains solely with the event organiser.

I understand the Council always reserves the right to charge for reinstatement of the land should the activity result in incurring any additional costs.

PRINT NAME:

ROLE WITHIN THE EVENT:

SIGNED:

DATE:

|  |
| --- |
| 1. Information / submission details
 |

Please send applications to stratfordpark@stroud.gov.uk or Stroud District Council, Ebley Mill, Ebley Wharf, Westward Road, Stroud, Glos, GL5 4UB