

**Small Scale Event Application Form**

 **Green Spaces**

This activity application form is to be completed by all individuals and organisations intending to come to a Green Spaces site or park for a school visit, sponsored walk or other small scale visit involving a number of individuals.

The purpose of the form is to make Carlisle City Council aware of your visit to ensure all Health and Safety procedures are in place and to enable us to ensure that your activity will not be affected by other events taking place in the park.

Please ensure that this form is completed and returned at least **2 weeks** prior to your visit. Please return along with all appropriate documents, as detailed on application to parks@carlisle.gov.uk. Following analysis of your application, we will contact you confirming that you have permission to hold the event.

Thank you

Name of Event/ Proposed Activity

Event/Activity location

Event/Activity date

Time Start

Time Finish

1. **Event/Activity Organiser Details**
* Event/Activity organiser/s
* Contact address

Postcode

* Person responsible on site (if different to event/activity organiser)
* Tel No. - Home
* Tel No. - Work
* Mobile No
* E-mail address
1. **Event/Activity Details**
* Description of event/activity proposed
* Approximate number of people expected to attend
* Is this a (please tick one box only)

 Charity event Fundraising

 Non- commercial Community service event

* For Charity Event

Name of Charity

Charity Registration Number

Will there be a public collection for the charity? (please tick) Yes No

Will **all** income raised go to the Charity concerned? (please tick) Yes No\*

 \* If no, please give details, such as stating what percentage of income will go to charity:

* Is entry to the event free? Yes No

If no, what is the admission price/s?

1. **Health and Safety**

**Public Liability Insurance**

The section of this event application form entitled ‘Entertainment, Equipment & Logistics’ must be completed.

The information provided will be used for a risk based assessment for the event and from this the Council will set the insurance indemnity limits the organiser will be required to provide for the event to proceed. This will be a minimum of £5 million Public Liability or Third Party risks (including products liability where appropriate).

Also the Event Organiser is required to provide Carlisle City Council with a final list of any other Third Parties (if applicable) e.g. organisations/traders/sub-contractors/performers who will be participating in the event. Any Third Party without insurance cover will be unable to participate in the event.

**Please attach a copy of your Employers & Public Liability Insurance Certificates with your**

**application, at least 2 weeks before your visit. Failure to comply may result in the Council**

**refusing to grant permission for your visit.**

**Risk Assessment**

For all events taking place on Council land we require a completed Risk Assessment.

**Please attach a copy of your Risk Assessment with your application.**

**ENTERTAINMENT, EQUIPMENT & LOGISTICS**

**Please tick any of the following that apply to your event**.

Fireworks/Pyrotechnics/Fire Eaters Barrier/Fencing

Carnival/Procession Tracking Flooring

Fairground/Rides & Equipment Lost Children Point

High Flying Objects e.g. Aircraft Marquees

Street Entertainment Portable Toilets

Balloon Launch/Kites Portable Generator \*

Hot Air Balloons Power Supply

Horses/Donkeys/Other Animals\*\*\* P.A. System

Motor Vehicles/Motorcycles First Aid

Live Entertainment \*\* Catering Concessions

Live/Recorded Music\*\* Park & Ride/Shuttle Buses

Inflatables e.g Bouncy Castle Highway Signage

Circus Water (limited supply)

Arts & Crafts/Traditional Skills Disabled Viewing Area

River-based Activities e.g. rafts Stewarding/Security

Market/Car Boot Sale Market Stalls

Arena Acts/Plays/Dance\*\* Radio Communications

Living History/Re-enactment Group Compresses Gas/Helium

or fuel storage

Sporting Competition/Fun Run/ Portable Staging or Temporary

Marathon Structure

Sale of Alcohol\*\* Children Attending/Participating

Expected Attendance: Abseiling



1 – 500

500 – 1000 Duration of Event (hours/days)

1000 plus



**4. First Aid/ Medical Provisions**

Please supply details of the first aid cover to be provided at your activity. All groups must have adequate first aid cover and qualified first aiders in place.

**5. Terms and Conditions**

All buses/cars must be parked in the appropriate car park and fees paid

To leave the site in the condition it started in

If den/shelter building then all structures must be dismantled at the end of your visit

All litter to be collected and disposed of appropriately

All participants must consider all other site users

All participants must abide by the Countryside Code

All members of staff with direct contact with children must have appropriate DBS checks carried out.

Depending on activity, include a site plan showing route/positioning.

 **6. DECLARATION**

***I hereby agree to comply with the conditions set out in this form and all reasonable instructions given by authorised Officers of the Council.***

***I accept that by granting permission for the event the Council does not accept any responsibility for the organisation or management of the event.***

***I agree to the Council publishing details of this event on its website and in any other publication unless I indicate otherwise by ticking this box:***

**Signed**

**Position**

**Date**

I have enclosed the following:

**Documentation Evidence of insurance**

Risk assessment Insurance for event organiser

 Site plan (if applicable)

Please send this completed form, together with all supporting documentation to:

Events Team

Carlisle City Council

Civic Centre

Rickergate

Carlisle CA3 8QG Or email: parks@carlisle.gov.uk