

Event Application Form

Green Spaces

In order for Carlisle City Council to consider and assess your application to stage an event on Council land (green spaces); and to be able to advise & guide you on the delivery of your activities including any associated costs that the event may incur, health & safety matters, promotional opportunities etc.; you will need to complete this application and to have agreed to the 'Conditions of Use'.

Applications should be submitted **at least 2 months prior** to the event date; note that this will need to be considerably longer for some events, depending upon the content and scale of your proposed activities.

Please note that it is advisable to contact Carlisle City Council prior to the submission of your application to verify that the event venue and facilities are available on the proposed date.

The information that you submit as part of the application process will then be passed to the applicable departments within the Council for evaluation. This information will be used to process your event application. In the event of emergency, this information may be shared with partner agencies.

Following a successful outcome of the above and analysis of your application, we will contact you confirming that you have permission to hold the event.

Please be aware some events may require one or more site meetings with relevant officers from the City Council.

This Application Form should be completed for all events taking place on Carlisle City Council owned land/property/premises. **Please complete all sections** – but also note that for simple/small events some questions may not be relevant and should therefore be answered 'Not applicable' (or N/A for short).

Thank you.

Name of Event

Event location

Event date(s).....

Time Start.....

Time Finish.....

1. Event Organiser Details

- Name of organisation
- Event organiser/s
- Contact address
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Postcode
- Tel No. - Home
- Tel No. - Work
- Mobile No
- E-mail address
- Event public enquiries number

2. Event Details

- Description of event proposed.....
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- Date/time to enter site for preparation.....
- Start time each day.....
- Finish time each day.....
- Date/time the site will be vacated after the event.....
- Please provide details of the number, weight and size of delivery vehicles and/or participating vehicles and whether they intend to remain on site overnight?
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Note: Further information on vehicles is stated in 'Terms and Conditions paragraphs 24, 25&26' in Green Spaces Events in Parks: Conditions of Use).

- Is your event a (please tick one box only)

Charity event *	<input type="checkbox"/>	Retail sales of alcohol **	<input type="checkbox"/>
Fund raising *	<input type="checkbox"/>	Boxing or wrestling entertainment **	<input type="checkbox"/>
Non-commercial	<input type="checkbox"/>	Performance of live music **	<input type="checkbox"/>
Commercial *	<input type="checkbox"/>	Playing of recorded music **	<input type="checkbox"/>
Community event *	<input type="checkbox"/>	Performance of dance**	<input type="checkbox"/>
Club/School Event *	<input type="checkbox"/>	Performance of a play **	<input type="checkbox"/>
		Exhibition of films **	<input type="checkbox"/>

*Charges may apply for commercial or promotional events – please see charging document on web page or contact parcs@carlisle.gov.uk.

** These events may be licensable and you may need to obtain the appropriate authority. Please go to <http://www.carlisle.gov.uk/business/licensing.aspx> or contact licensing@carlisle.gov.uk for more information.

- 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:

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- Is entry to the event free? Yes ☐ No ☐

If no, what is the admission price/s?

- Will you be selling programmes? Yes ☐ No ☐

If yes, what is the proposed price?

- Approximate number of people expected to attend

Note: Any proposed entrance fees must be discussed with the contact officer as compulsory admission charges may not be possible for legal reasons. This includes the sale of programmes.

Event Information

The section of this event application form entitled 'Entertainment, Equipment & Logistics' must be completed by all event organisers who are submitting an application form to the Council for consideration.

The information provided will be used for various assessments before the event is approved. One of these assessments will be 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.

Please see the table below which indicates the insurance requirements the organiser will be required to fulfil.

	Public Liability	Products Liability	Employer Liability
Low Risk event	£5,000,000	£5,000,000	£10,000,000
Medium Risk Event	Between £5,000,000 to £10,000,000	Between £5,000,000 to £10,000,000	£10,000,000
High Risk Event	£10,000,000 and above	£10,000,000 and above	£10,000,000

N.B: Employer Liability is a legal requirement for anyone employing paid or unpaid workers. Event organisers should also note that they will be required to fulfil the following requirements:-

- The Event Organiser is required to provide Carlisle City Council with a final list of other Third Parties e.g. organisations/traders/sub-contractors/performers who will be participating in the event, not later than 28 days prior to the event date.
- The Event Organiser is required to provide Carlisle City Council with evidence that all other Third Parties participating in the event have insurance arrangements valid for the event date and with the minimum indemnity limits of:-
Employer Liability (if applicable) - £10m
Public/Products Liability - £5m

Any Third Party without this insurance cover will be unable to participate in the event.

It should also be noted that the organiser will not be able to bring to the event any activity or equipment that has not been declared on the event application form.

The event organiser will be advised of the insurance requirements by a Council officer prior to final approval being granted for the event to proceed.

ENTERTAINMENT, EQUIPMENT & LOGISTICS

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

Expected Attendance:

1-100

101-500

501-1000

1001-2000

2001 plus

☐☐☐☐☐

Market/Car Boot Sale

☐

Portable Staging or Temporary Structure

☐

Compressed Gas/Helium/Fuel Storage

☐

Fireworks/Pyrotechnics/Fire eaters

☐

Portable Generator/Power Supply

☐

Fairground-Rides & Equipment

☐

Disabled Viewing Area

☐

Inflatables e.g. Bouncy Castle

☐

Marquees or Market Stalls

☐

River based activities e.g. rafts

☐

Catering Concessions

☐

Sale of alcohol**

☐

Stewarding/Security

☐

Children Attending/Participating

☐

Barriers/Fencing

☐

Abseiling

☐

Tracking/Flooring

☐

Live Entertainment/Music**

☐

Portable Toilets

☐

High Flying Objects e.g. Aircraft

☐

PA System

☐

Hot air Balloons

☐

Park & Ride or Shuttle Buses

☐

Living History/Re-enactment Group

☐

Barriers/Fencing

☐

Sporting Competition/ Fun Run or Marathon

☐

Highway Signage

☐

Motor Vehicles or Motorcycles

☐

Radio Communications

☐

Animals***

☐

Lost Children Point

☐

Carnival/Procession

☐

First Aid

☐

Street Entertainment

☐

Water (limited supply)

☐

Circus

☐

Arena Acts/Plays/Dances

☐

Balloon Launch/Kites

☐

Recorded Music

☐



* Generators are generally not permitted on the highway.

** A Licence may be required if your event is public and consists of sale of alcohol, music, dancing, singing or similar. You must contact licensing@carlisle.gov.uk in order to confirm your requirements and apply for a Premises Licence or Temporary Event Notice (TEN) at least **two months** prior to the event. There are restrictions on live and amplified music in the City Centre, the decibel level must not exceed 45db's. Your event will be monitored and if the noise levels exceed this level, you may be asked to lower the volume or close the event.

***As stated in the 'Terms and Conditions paragraph 15' in Green Spaces Events in Parks: Conditions of Use: The Council does not permit any event that involves animal acts to take place on its land. The Event Organiser may submit a written request for permission to be granted by the appropriate committee of the Council. If animals are used at your event please provide details to parks@carlisle.gov.uk

- Details: Expand, if needed, on any details of your event including entertainment, equipment & logistics ticked above or extra.

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Note:

1 Please supply as much information as possible on all of the items above.

2 After this application has been submitted, no additional items may be included without the express consent of the appropriate department.

3 As stated in 'Terms and Conditions paragraph 42' in Green Spaces Events in Parks: Conditions of Use: All attractions, riding machines, exhibitions, games, food stalls, etc. must display a price list at all times.

3. Health and Safety

Public Liability Insurance

Event Organisers are required to hold a current policy of Insurance in respect of Public Liability or Third Party risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council's Risk and Insurance Section and Legal Section; this is no less than £5 million per occurrence;

Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed/authorised to appear at the event, to indemnify the Council against third party liability claims.

- Please complete an event participation list below including all third-party participants.

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Organisers will make no claim against the Carlisle City Council for any loss, damage or expense arising from or in connection with the event unless the same is caused by the Council, their agents, contractors or employees;

No equipment, stages, vehicles etc. related to the event shall be positioned on site without first obtaining approval from Carlisle City Council;

If requested to do so by Council Officers you shall be required to move or remove any equipment associated with the event;

Please attach a copy of your Employers & Public Liability Insurance Certificates with your application, at least 28 days before the Event. Failure to comply may result in the Council refusing to grant permission for the holding of the event.

Risk Assessment

For all events taking place on Council land we require a completed Risk Assessment. This is to include information in relation to the location, what hazards you may encounter onsite, along with hazards associated with the event: equipment, entertainment and logistics. Your control/precaution methods to minimise these risks then also needs to be documented.

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

4. Site Services and Welfare

Toilet provision

You will be required to ensure that the toilet facilities are adequate, at least meeting legal requirements. Please submit details of your proposals to include method of disposal and if toilets are hired, the name and address of the hire company:

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Lost Children

Please describe what 'lost children' provisions are being put in place at your event:

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(Lost children wristbands may be required for events with over 1000 predicted attendees)

Please confirm that those running the facility are DBS (formally CRB) checked, or will be CRB checked by the date of your event. Yes ☐ No ☐

Waste management

You will be required to leave the site in a clean and tidy condition. This includes litter from the event that may be blown beyond the site boundary. Please identify the method (and contractor) to be used in order to maintain the area free of litter and refuse:

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Note: The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each day to ensure that the Council's obligations under the Environmental Protection Act 1990 - Code of Practice on Litter and Refuse is discharged. If the event organiser fails to do this then the Council reserves the right to carry out the works in default and charge the event organiser the cost incurred.

It is the event organiser's responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any council skip/litter bins etc. for disposal.

5. Food Safety

Will food/drink be sold at your event? Yes ☐ No ☐

Have Environmental Health been notified? Yes ☐ No ☐

If yes, please describe what food/drink will be sold and provide details of any caterers

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Note: Further information on catering is in 'Terms and Conditions paragraph 41' in Green Spaces Events in Parks: Conditions of Use.

6. First Aid/Medical Provisions

Please supply details of the first aid cover to be provided at your Event:

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7. Traffic Management

Do you anticipate the need for:

Road closure	<input type="checkbox"/>	Traffic diversion	<input type="checkbox"/>
On street parking restriction	<input type="checkbox"/>	Car park closure	<input type="checkbox"/>

If you have ticked any of the above, please provide full details of locations, dates and times.

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Please note that if a formal traffic order is required, it is the responsibility of the Event Organiser to apply for the appropriate permissions (please contact Cumbria County Council). We recommend that you allow at least 8 to 12 weeks' notice to ensure that you have the required permissions in good time.

8. Event Parking

Please indicate the approximate number of vehicles attending the event and how you intend to manage the parking of those vehicles. Adequate and appropriate stewarding and parking marshals should be available for the event.

On your site plan (see section 11) please indicate your proposed car parking area.

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9. Emergency Services

As the Event Organiser you are required to notify the Police and other appropriate Emergency Services of your intention to hold this event.

Please indicate contact made (contact details are provided in the 'Green Spaces Events in Carlisle, Conditions of use'):

Police	<input type="checkbox"/>
Ambulance Service	<input type="checkbox"/>
First aid	<input type="checkbox"/>
Fire & Rescue Service	<input type="checkbox"/>
HM Coastguard	<input type="checkbox"/>
Other:	<input type="checkbox"/>

10. Reinstatement

As stated in the 'Terms and Conditions paragraph 10' in Green Spaces Events in Parks: Conditions of Use' : If, upon inspection by a Council representative after the event, any part of the Council land or facilities require reinstating, repairing, replacing or cleansing, the Event Organiser will be informed. Either the Organiser can arrange to reinstate the land/facilities themselves (to Council specifications) or, if the Council undertakes to reinstate the land, the Organiser will be liable for the costs involved. The Council's valuation of any damage/loss is final, save for bad faith or manifest error. Please note that 'reinstatement includes the costs of any litter clearance required'.

11. Additional Requirements

Where appropriate a detailed site plan showing the positions of stalls, marquees, arena, exhibition units, car parking etc. and list of programme items is required. In respect of parades etc. a detailed route plan which must also show location of route marshals, must be provided.

12. DECLARATION

If permission is granted for the event, I hereby agree to comply with the conditions set out in this form and any departmental terms and conditions and licences and all reasonable instructions given by all 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

Signed Terms and Conditions ('Conditions of Use') ☐

Site Plan/Route Plan ☐

Risk assessments ☐

Evidence of insurance

Insurance for event organiser ☐

Insurance for other participants ☐

Participation List ☐

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

Useful contact names and numbers:

NAME	AREA OF RESPONSIBILITY/ROLES	TEL NO.
Jeannie Pasley	Healthy City Manager	01228 817 471
Jon May	Green Spaces Team Leader including Talkin Tarn	01228 817 473
Kim Fitzmaurice	Senior Green Spaces Officer	01228 817 453
Val Haresign	Team & Events Co-ordinator	01228 817 358
Andy Allison	City Centre Officer	01228 817 512
Helen Graham	Car Parking Team Manager	01288 817 577
Stephen Dunn	Arts & Cultural Officer	01228 817 590
General Enquiries	Licensing Department	01228 817 523

Form reviewed and updated: June 2021