**London Borough of Barking and Dagenham**

**Park Hire Application Form**

* Before completing this form ensure you have the read the Events Guidance Pack and follow the application procedure and timeline set out in section 1. See guidelines at the end of the form.
* Medium - large scale event applications must be processed in the application window September – February.
* Small scale events under 1000 must apply at least 6 weeks prior to the event date.
* Please complete this form in full, if you cannot initially complete the supplier’s information then this must be re-submitted at least 2 months prior to the event.
* Please also return with your **application fee** and your payment schedule for the additional fees will be confirmed in your contract.

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| --- | --- | --- | --- | --- |
| **Name of event** |  | | | |
| **Event location** |  | | | |
| **Event date/s** |  | | | |
| **Start time** |  | | | |
| **Finish time** |  | | | |
|  |  | | | |
| **Name of organisation** |  | | | |
| **Event organiser/s** |  | | | |
| **Daytime contact/s**  **(include landline and mobile)** |  | | | |
| **Public enquires contact number** |  | | | |
| **Email/s** |  | | | |
| **Address** |  | | | |
| **Website** |  | | | |
| **Type of organisation**  (if a charity please include charity number) |  | | | |
| **Event management experience** |  | | | |
| **Professional referee name** |  | | | |
| **Professional referee contact number** |  | | | |
| **Professional referee contact email** |  | | | |
|  |  | | | |
| **Description of event proposed** |  | | | |
| **Date/time to enter site for preparation/build** |  | | | |
| **Date/time the site will be vacated after the event** |  | | | |
| **Admission price or is the event free?** |  | | | |
| **Approximate number of people expected to attend** |  | | | |
| **Target audience profile** |  | | | |
| **Possible alternative site** |  | | | |
| **Possible alternative date** |  | | | |
| **Do you intend to use the following in/out of the borough?** | | | | |
| Highway directional signs |  | Street banners | |  |
| Posters and leaflets |  | Social media and website | |  |
| **If you have ticked any of the above, please provide full details of locations, dates and times.** | | | | |
|  | | | | |
| *Please note permission will need to be given to display marketing material on the public highway or on LBBD premises by the Marketing and Communications Team.* *The council reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers.* | | | | |
| **Please tick the attractions proposed at the event?** | | | | |
| Fireworks/pyrotechnics |  | Live entertainment | |  |
| Carnival/procession |  | Live music | |  |
| Fairground and rides |  | Strolling performers | |  |
| Sports activities and competitions |  | Workshops | |  |
| Balloon launch |  | Animals | |  |
| Exhibits and stalls |  | Inflatables (e.g. bouncy castle) | |  |
| Food/drink concessions |  | Alcohol | |  |
| Re-enactment or military displays |  | Vehicle show or displays | |  |
| Religious worship |  | Political activities | |  |
| Other, please state |  | Other, please state | |  |
| **Please list your stage line up including your headliner if applicable or any named acts entertaining as part of the event.** | | | | |
|  | | | | |
| *Please note some of these attractions may not be permitted at all sites*  *A Temporary Event Notice or Premises Licence may be required if your event is public and consists of music, dance, film or the sale of alcohol.* | | | | |
| **Do you anticipate the need for the following?** | | | | |
| Road closure (full or rolling) |  | Traffic diversion | |  |
| On street parking restriction |  | Car park closure | |  |
| On site car parking |  | Shuttle service from local transport hubs | |  |
| **Please detail the infrastructure, equipment and personnel services you will be contracting and for the site for your event, if not known please confirm at least 2 months prior to the event** | | | | |
| **Item/service** | **Quantity** | **Hire company /supplier** | | |
| Marquees |  |  | | |
| Staging |  |  | | |
| Toilets |  |  | | |
| PA, sound and light equipment |  |  | | |
| Barriers and fencing |  |  | | |
| Generators (diesel only permitted) |  |  | | |
| Lighting towers |  |  | | |
| Trackway and roadway |  |  | | |
| Water (not all sites have access) |  |  | | |
| Other infrastructure |  |  | | |
| Security/stewards |  |  | | |
| First aid provider |  |  | | |
| Lost children staff |  |  | | |
| Litter picking and waste services |  |  | | |
| Health and safety consultant |  |  | | |
| Other personnel services |  |  | | |
| **Please confirm if you have already contacted the following regarding your event?** | | | | |
| Metropolitan Police |  | Licensing Team (LBBD) |  | |
| Fire Brigade |  | Food Safety Team (LBBD) |  | |
| Other Council Officer, please state who? |  | Other Council Officer, please state who? |  | |
| **Please list any questions you have for the Events Team or information/contacts you still require?** | | | | |
|  | | | | |
| **Event Organisers**  **Name (printed)** |  | | | |
| **Signature** |  | | | |
| **Dated (if form is re-submitted please add new date)** |  | | | |
| **Please return the form to:**  Email: [events@lbbd.gov.uk](mailto:events@lbbd.gov.uk) cc in [gurvinder.bhaker@lbbd.gov.uk](mailto:gurvinder.bhaker@lbbd.gov.uk) and [sarah.belchambers@lbbd.gov.uk](mailto:sarah.belchambers@lbbd.gov.uk)  To contact the team to discuss call: Sarah on 07774 708838  If your application is accepted the following paperwork will be required:   * Signed Contract and T&Cs * Public liability insurance (£5-10,000 as confirmed by the Events Team) * Risk Assessment including Covid risks and controls * Event Safety Management Plan including site plan and traffic management arrangements * Other H&S paperwork relating to your activities as requested by the Events Team or Safety Advisory Group * Safeguarding Policy if not included in the above * Equalities and Diversity Policy/Statement * This is not an exhaustive list and additional information may be required   To apply for your Temporary Event Notice or Premises License please contact:  [licensing@lbbd.gov.uk](mailto:licensing@lbbd.gov.uk) and copy in [events@lbbd.gov.uk](mailto:events@lbbd.gov.uk)  Please send your food safety and H&S paperwork for your caterers to:  [foodsafety@lbbd.gov.uk](mailto:foodsafety@lbbd.gov.uk) and copy in [events@lbbd.gov.uk](mailto:events@lbbd.gov.uk)  To apply for a Temporary Traffic Order please contact:  [highways@lbbd.gov.uk](mailto:highways@lbbd.gov.uk) and copy in [events@lbbd.gov.uk](mailto:events@lbbd.gov.uk) | | | | |

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