**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.
* Small scale events (0-1000 attendance), **must apply 2 months prior to the event**
* Medium scale events (1000-5000 attendance) **must apply 4 months prior to the event**
* Large scale events, (5000+ attendance), must apply **6 months prior to the event.** (only in the application window September to January)
* Please complete this form in full, if you cannot initially complete the supplier’s information then this must be re-submitted at least two months prior to the event.
* Please also return this form with your customer set up form.
* Once your event has been agreed in principle, your conditional offer will state your fees and your payment schedule for the additional fees will be confirmed. Plus the required paperwork and consultation that will be required.

**Application Fees**

**Non-Commercial (voluntary, not for profit, and charity events)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Attendees** | **Hire Charge** | **Admin fee** | **Other charges (may include staffing, extra days, build/de-rig)** |
| **1-99** | £50 | £25 | Priced at application |
| **100-499** | £100 | £25 | Priced at application |
| **500-999** | £200 | £25 | Priced at application |
| **1,000-4,999\*** | £300 | £25 | Priced at application |
| **5,000 +** | Priced at application | Priced at application | Priced at application |

**Commercial**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Attendees** | **Hire Charge** | **Admin fee** | **Other charges (may include staffing, extra days, build/de-rig)** |
| **1-499** | £800 | £100 | Priced at application |
| **500-999** | £1,600 | £150 | Priced at application |
| **1,000-2,499** | £3,500 | £300 | Priced at application |
| **2,500-4.999** | £7,650 | £400 | Priced at application |
| **5,000 +** | Priced at application | Priced at application | Priced at application |

**Notes**

Hire charge – fee to hire park/space

Admin fee – fee to process application

Staffing charges – council representative(s) in attendance; if we deem it necessary that someone needs to attend your event at price of £35/hour charged at a half day or full day rate.

Please note £20 cash deposit required if park keys are requested – this deposit will be returned once keys have been returned

Voluntary, not for profit and charity events that have an entrance fee will be priced at application

\*Further charges may apply

|  |  |
| --- | --- |
| **Name of event**  |  |
| **Preferred event location****(park/open space)** |  |
| **Preferred event date/s** |  |
| **Event start time**  |  |
| **Event finish time** |  |
|  |  |
| **Name of organisation** **(If applicable)** |  |
| **Name of event organiser/s** |  |
| **Event organisers daytime contact/s**  |  |
| **Public enquiries contact number****(If applicable)** |  |
| **Event organisers email/s** |  |
| **Event organisers address** |  |
| **Website****(If applicable)** |  |
| **Type of organisation** (If a charity please include charity number) |  |
| **Event manager’s event management experience** |  |
| **Professional referee name 1**  |  |
| **Professional referee contact number 1** |  |
| **Professional referee contact email 1** |  |
| **Professional referee name 2**  |  |
| **Professional referee contact number 2** |  |
| **Professional referee contact email 2** |  |
|  |  |
| **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 you are hoping will 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 removal 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 (Recycled balloons only) |  | Animals |  |
| Exhibits and stalls |  | Inflatables (e.g. bouncy castle) must be supplied and overseen by operator |  |
| 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 (licensable activity).**Contact –* *licensing@lbbd.gov.uk**Any food concessions need to be approved by Food Safety Team, which could take up to 6 weeks.**Contact –* *foodsafety@lbbd.gov.uk* |
| **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 to work on the site you wish to hire. If not known at application stage, please confirm at least two 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/Welfare 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? |  |
| **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.ukIf your application is accepted, the following paperwork will be required:* Public liability insurance (£5-10 million as confirmed by the Events Team)
* Risk Assessment including infectious diseases controls
* Payment details
* 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
* Signed hire agreement
* This is not an exhaustive list and additional information may be required

If you need to apply for your Temporary Event Notice or Premises License, please contact: licensing@lbbd.gov.uk and copy in events@lbbd.gov.ukPlease refer to Events Guidance for requirementsIf you have any traders providing/selling food, please send your food safety and H&S paperwork for your caterers to (6 weeks before your event):foodsafety@lbbd.gov.uk and copy in events@lbbd.gov.ukPlease refer to Events Guidance for full list of paperwork required[www.lbbd.gov.uk/summer-festivals](http://www.lbbd.gov.uk/summer-festivals)If you require a Temporary Traffic Order, please contact: highways@lbbd.gov.uk and copy in events@lbbd.gov.ukPlease refer to Events Guidance for requirements |

