

Event / Activity Organiser Details	
Name of Organisation:	
Name of Organiser / Provider:	
Contact Address (inc. postcode):	
Daytime telephone no:	
Evening telephone no:	
Mobile no:	
Email:	
Have you organised this type of event or activity before: (delete as applicable)	Yes / No
If yes, please give details of experience and/or qualifications:	
Event or Activities	
Name of Event / Activities:	
Proposed Event / Activities Site:	
Description of Event / Activities:	



Event / Activities days and times including set up and take down times:

Date	Arrive on Site	Event Start	Event Finish	Leave Site
pprox. numbe	r of people expected to	attend/participate	in your event:	
			Number	
Event Organis	sers / Leaders of Activi	ty:		
Participants (Leaders):	Performers, Vendors, '	Volunteers, Activity	/	
Attendees / S	pectators (if applicable	e):		
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What proportion of income will go to the charity?



Is entry to the event / activity by donation? Are you selling programmes? Yes / No If "Yes" how much? Yes / No If "Yes / No	ging an admission fee / participation fee? Yes / No If "Yes" how much? £
Is entry to the event / activity by donation? Are you selling programmes? Is the event sponsored? If "yes" by whom: Type of Event or Activities Activities at Your Event (delete those not applicable) Sale of alcohol Live music performance Facilities for music making Playing of recorded music Facilities for dancing Performance of a dance Performance of a dance Performance of a play Showing of a film Car park closure / Road closure Boxing or wrestling Raffle / Lottery Charity collection Late night refreshments Animals (Display + Activities) Facilities for dancing Re-enactment groups Henna Tattoos Face Painting	g programmes? Yes / No If "Yes" how much? £ g programmes? Yes / No If "Yes" how much? £ ponsored? Yes / No If "Yes" how much? £ Yes / No Yes / No If "Yes" how much? £
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Food and non-alcohol stalls Market stalls/merchandising	play + Activities) Face Painting
	n-alcohol stalls Market stalls/merchandising
Barbecue Sports event	Sports event
Any other events or attractions not listed above?	



For attractions listed in *red* you may need to apply for a Temporary Events Licence (TENS), or a club licence may need to be extended. Contact TRDC Licensing Department for advice on 01923 776611. Stalls selling food will need to comply with Food Hygiene Regulations, further advice is available from TRDC Environmental Health Department. A TRDC Street Trading license may also be required for an event, further advice is available from TRDC Licensing Department. The Parish Council will not give permission for any bouncy castles or other inflatables unless they are run and staffed by a professional company for the full duration of the event.

Attractions in *blue* are safety critical. The Parish Council will need sight of all relevant risk assessments, safety certificates and qualifications for the activity, first aid qualifications, and liability insurance. It is unlikely that the Parish Council will give permission for any event or activity that involves fireworks, pyrotechnics, or bonfires unless they are run by a professional company. Model aircraft flying displays are high risk and unlikely to be approved. The use of drones is unlikely to be approved unless run by a professional company and proof that all licensing requirements and regulations will be met. Closure of any roads, footpaths or car parks will require a supporting traffic management plan and proof of application to Hertfordshire Highways if required.

Important

Do not book or commit to any financial expenditure or market the event until the Parish Council has given outline approval for your event or activity.

Final approvals will not be confirmed until close to the event date by when you will have been expected to have complied with all of the Parish Councils event / activity organisation requirements.

 $\underline{I/We}$ have read the ALPC Recreation Regulations and confirm that $\underline{I/the}$ organisation on whose behalf I am applying have accepted them.

 $\underline{\text{I/We}}$ agree that when $\underline{\text{I/we}}$ receive written notification of approval of this application, this application together with the Recreation Regulations shall constitute a contract of letting between me/my organisation and Abbots Langley Parish Council.

Signature
Print Name
Official Position
Date

https://alpcouncil.sharepoint.com/sites/alpcgeneral/shared documents/event planning (3rd party)/alpc-events-application-form-&-checklist-20230623-(v2.1).docx



Appendix 1: Community Event / Activity Document Checklist

Event / Activity Organiser:	
Event / Activity Site Plan	
Event / Activity Overall Risk Assessment	
Event / Activity Public Liability Insurance	
Licences (Temporary Events, Street Collections, Sale of Alcohol, Street Trading, Road closure, etc.)	
Safety Briefing for Participants	
Emergency and First Aid Requirements	
Proof of Organiser / Operator / Activity Leader Qualifications	
Traffic Management Plan	
Event Participants (Performers, Vendors, Volunteers, Act	tivity Leaders)
Food Hygiene Certificates	
Portable Appliance Testing Certificates (Electrical equipment)	
Attraction / Activity Operators Insurance Certificates	
Attraction/ Activity Operators Risk Assessments	
Attraction / Activity Operators Engineering Safety Certificates	
Fire Safety Risk Assessments (Power generators, BBQs etc.)	
Important	
The above list is not exhaustive and the documentation	requirements will vary depending on

The Parish Council will make clear at the beginning of the planning process what

the type and scope of the event planned.

documentation will be required.