

Abbots Langley Parish Council
Community Event Application Form



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: _____

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

Date	Arrive on Site	Event Start	Event Finish	Leave Site

Approx. number of people expected to attend/participate in your event:

	Number
Event Organisers / Leaders of Activity:	
Participants (Performers, Vendors, Volunteers, Activity Leaders):	
Attendees / Spectators (if applicable):	

Contact details on site during event:

Event / Activity Organiser - Mobile no: _____

Event / Activity Deputy - Mobile no: _____

Type of Event / Activity (please tick one box only)

Registered Charity Event / Activity ☐

Non-Registered Charity Event / Activity ☐

Commercial Event / Activity ☐

Not-for-Profit Event / Activity ☐

Name of Charity (if applicable): _____

Charity Registration No: _____

What proportion of income will go to the charity? _____

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Is the event / activity open to the public? Yes / No
Are you charging an admission fee / participation fee? Yes / No If "Yes" how much? £ _____
Is entry to the event / activity by donation? Yes / No If "Yes" how much? £ _____
Are you selling programmes? Yes / No If "Yes" how much? £ _____
Is the event sponsored? Yes / No
If "yes" by whom: _____

Type of Event or Activities

Activities at Your Event (delete those not applicable)

<i>Sale of alcohol</i>	<i>Fairground rides</i>
<i>Live music performance</i>	<i>Children's rides and attractions</i>
<i>Facilities for music making</i>	<i>Bouncy castles/inflatables</i>
<i>Playing of recorded music</i>	<i>Model aircraft flying displays / Drones</i>
<i>Facilities for dancing</i>	<i>Physical Training</i>
<i>Performance of a dance</i>	<i>Fireworks, laser or pyrotechnics displays</i>
<i>Performance of a play</i>	<i>Bonfire</i>
<i>Showing of a film</i>	<i>Car park closure / Road closure</i>
<i>Boxing or wrestling</i>	
<i>Raffle / Lottery</i>	Marching bands
<i>Charity collection</i>	Re-enactment groups
<i>Late night refreshments</i>	Henna Tattoos
<i>Animals (Display + Activities)</i>	Face Painting
<i>Food and non-alcohol stalls</i>	Market stalls/merchandising
<i>Barbecue</i>	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.

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

I/We agree that when 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.....



Appendix 1: Community Event / Activity Document Checklist

Event / Activity Organiser:

- | | |
|--|--------------------------|
| Event / Activity Site Plan | <input type="checkbox"/> |
| Event / Activity Overall Risk Assessment | <input type="checkbox"/> |
| Event / Activity Public Liability Insurance | <input type="checkbox"/> |
| Licences (Temporary Events, Street Collections, Sale of Alcohol, Street Trading, Road closure, etc.) | <input type="checkbox"/> |
| Safety Briefing for Participants | <input type="checkbox"/> |
| Emergency and First Aid Requirements | <input type="checkbox"/> |
| Proof of Organiser / Operator / Activity Leader Qualifications | <input type="checkbox"/> |
| Traffic Management Plan | <input type="checkbox"/> |

Event Participants (Performers, Vendors, Volunteers, Activity Leaders)

- | | |
|---|--------------------------|
| Food Hygiene Certificates | <input type="checkbox"/> |
| Portable Appliance Testing Certificates (Electrical equipment) | <input type="checkbox"/> |
| Attraction / Activity Operators Insurance Certificates | <input type="checkbox"/> |
| Attraction/ Activity Operators Risk Assessments | <input type="checkbox"/> |
| Attraction / Activity Operators Engineering Safety Certificates | <input type="checkbox"/> |
| Fire Safety Risk Assessments (Power generators, BBQs etc.) | <input type="checkbox"/> |

Important

The above list is not exhaustive and the documentation requirements will vary depending on the type and scope of the event planned.

The Parish Council will make clear at the beginning of the planning process what documentation will be required.