

## **Application to hold an event**

### **Royal Borough of Kingston upon Thames 2009**

Please complete the following form and return to DES Customer Contact Centre at least 8 weeks before the event. The information provided on the form will enable the Council to assess the request. The administration fee is 10% of the hire charge on application.

**All supporting documentation must be received within the requested time periods.**

#### ***Event name, date and location***

Name of event

Preferred date for the event

Preferred dates to set up and take down (inclusive)

Preferred times start

Preferred event location

#### ***Contact Details***

Name of event organiser

Phone

Mobile

Email

#### ***Event Description***

Please provide a brief event description

What is the purpose of the event?

Expected number of participants

Is the event open to the public?

Will tickets be sold?

If yes, please give details of prices and distribution

***Please provide details of the following***

Stages, size and number

Marquees size and number

Will alcohol be sold/distributed at this event? (details)

Will music be played at this event? (details)

Has this event taken place before; if so please provide details

**Supporting information**

Please supply a site management plan to include a programme at least 8 weeks before the event.

**Insurance requirement**

On returning this application form please enclose copies of your public liability insurance documents for £10,000,000, and in the case of funfair and circuses all necessary individual insurance documentation and Health and Safety Certification for rides, food vendors etc. It is essential that insurance documentation is received at the Royal Borough of Kingston upon Thames 8 weeks before the event.

**Litter**

All litter, whether in sacks or loose must be removed from the venue immediately after the booking or the hirer will be charged an additional cost for clearance.

**Public Conveniences**

Royal Borough of Kingston upon Thames is not responsible for the supply or availability of toilets at events. Organisations requiring facilities for large numbers of people should hire portable toilets.

**I confirm that I have read and understood the enclosed copy of conditions of hire and agree to abide by them**

**Signed**

**Date**

**Position in organisation**

*For Office use only*

Circulation