# Application Form for Events & Casual Bookings for Land Owned & Managed by Huntingdonshire District Council

You must ensure you have read the application procedure and all the information on our [website page](http://www.huntingdonshire.gov.uk/runninganevent) before submitting this form.

Please complete the form below digitally (rather than hand-written) and return to **events@huntingdonshire.gov.uk** as soon as possible and at least 4 weeks before your event (3 months for a large event). If a digital copy is not possible please return to Open Spaces Team, Operations Division, Eastfield House, Latham Road, Huntingdon, Cambs, PE29 6YG. Please use additional sheets as necessary.

The main HDC sites are listed in Appendix 1. If you are not sure if your event is on HDC land or if you have any queries please contact the Open Spaces Team on the above email or call 01480 388245.

**Please note:**

**Submission of this form is not a guarantee that your event can go ahead.**

## Event Details

|  |  |
| --- | --- |
| **Name of Event** |  |
| **Location of event (Town & Site)** We will need a full site plan/map showing the preferred location of your event, where stalls/marquees/toilets will be located, access to site for vehicles & visitors, emergency access routes etc. Ideally submit this with this application but do not delay returning this form to us. |  |
| **Social Media for the event** (A website address, FaceBook page etc.) |  |

| **Dates & Times** | **Date** | **Time (24 hour clock)** |
| --- | --- | --- |
| Arrival on site |  |  |
| Event starts |  |  |
| Event finishes |  |  |
| Depart Site |  |  |

Please provide a general overview of the event and activities, e.g. fun run, fete, market, fun day:

**Main Contact** – we will contact this person for any queries we have about this event.

|  |  |
| --- | --- |
| **Name of Applicant** |  |
| **Name of Organisation** |  |
| **Address** |  |
| **Postcode** |  |
| **Tel No (Daytime)** |  |
| **Tel No (Mobile)** |  |
| **Email Address** |  |

**If there is more than one organiser please add their contact details below.**

**Please state the maximum number of people you expect at any one time**

| Public visitors | Participants | Staff | Volunteers | Other | Total |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

**Please state the maximum number of people you expect in total on the day**

| Public visitors | Participants | Staff | Volunteers | Other | Total |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

**Target audience (who? local? national?) & age range:**

## Financial Considerations:

| **Are you charging an entry/participation fee for this event?** **If yes, please give full details.**  |  |
| --- | --- |
| **Are you charging concessions/businesses/stalls to attend?** **If yes, please give full details.**  |  |
| **Are you raising money in any other way?****If yes, please give full details.** |  |
| **Where is the money raised going to?** **If charity, please provide full details (Local? Charity Number etc.)** | Your group or business [ ]  Charity [ ]  |
| **Same event next year?** | Yes [ ]  No [ ]  |
| **If you have run this event previously, not necessarily on the same site, approximately how much money did you raise?**(We will use this information to establish the charges). |  |

## Staff

|  |  |
| --- | --- |
| **Name of the Event Manager on the day**  |  |
| **Mobile number** |  |
| **Other contacts on the day** |  |
| **Are you planning any of the following staff?****If yes, please state the number you will be recruiting from arrival to departure:**  | Security [ ]  Stewards/Marshals [ ]   |
| **If you are using a specific company to provide any of the above please give their details here:** |  |
| **Do you have SIA trained security staff staying overnight?** | Yes [ ]  No [ ]  |
| **First aid provision – please state how many first aiders will be present & who these will be (e.g. St John’s Ambulance)** |  |
| **What are your provisions for lost children/vulnerable people?** (please note you are responsible for children even if they attend with their parents)We advise a separate area away from first aid & away from audible communications on the radio that may upset a child/vulnerable person. Remain vigilant regarding safeguarding concerns. Do not put yourself at risk of false allegations. |  |

## Facilities

|  |  |
| --- | --- |
| **Please give details of the arrangements you have made for parking, for staff and public, including the prevention of parking along highways if appropriate:**  |  |
| **Please state whether you anticipate the need for any road closures or traffic diversions:**You will need to contact Cambridgeshire County Council for road closures. |  |
| **Please state whether you are proposing to make use of directional signage on the highway to direct the public to your event:**  |  |
| **Please state whether any vehicles will be moving across the site, other than on roads. Please give full details (when, why etc.):** |  |
| **Please give details of how you will collect litter & dispose of rubbish:** Please note – you are responsible **for emptying HDC bins** if they become full during your event, the outer layer simply screws upwards. You must remove all rubbish from your event. If you would like HDC to provide bins or dispose of rubbish we will need at least 4 weeks’ notice and there will be a charge for this service. Please contact us about this service. |  |
| **Please give details of the toilet facilities you intend to use or provide:**We advise you check the times that public toilets are unlocked & locked up. |  |
| **Would you like to hire the pavilion (certain sites only)?**  |  |
| **Please provide details of any temporary structures, such as gazebos, including size and details of providers:** |  |
| **If it is not a public event, please state how you intend to keep non-participants away from your event especially if it goes over a public footpath/bridleway:**  |  |

## Entertainment & Activities

|  |  |
| --- | --- |
| **Will alcohol be available on site?** Please note – you may need a licence for providing alcohol.  | No alcohol [ ]  Alcohol provided (free) [ ]  Alcohol provided (for sale) [ ]  If alcohol is to be available, please provide full details:  |
| **Will food be supplied?**  | No food [ ]  Food provided (free) [ ]  Food provided (for sale) [ ]  If applicable please provide full details, including caterers/concessions you hope to use: |
| **Who is providing the food?** Please note – some sites have concessions for food sellers, eg Ice cream vans, so you will not be able to sell similar products, please contact the Events & Promotions Officer for details of the site you are hoping to use.All commercial providers will need to be registered with a local authority. | Volunteers [ ]  Commercial business [ ]  Other [ ]  Please provide details of providers: |
| **Will there be:** Please note - you may need a licence for this.  | Music? [ ]  Amplified sound? [ ]  PA system? [ ]  Other? [ ]  Please give details of music/ performances etc: |
| **Are you having inflatables (eg. bouncy castle/bouncy slide)?**  | Yes [ ]  No [ ]  |
| **Are you having fairground style attractions?**Please note: We require additional paperwork for these. All the details can be found on the website. | Yes [ ]  No [ ]  Fairground providers must be a member of the Showman’s Guild of Great Britain. Please give full details, including provider and Guild membership number (if relevant):  |

|  |  |
| --- | --- |
| **Please tick the activities you will be having at the event.** |  |
| Fireworks/pyrotechnics  | [ ]  |
| Carnival/procession  | [ ]  |
| Fairground equipment/rides  | [ ]  |
| Aircraft  | [ ]  |
| Hot air balloons  | [ ]  |
| Motorcycles  | [ ]  |
| Other motor vehicles  | [ ]  |
| Portable generators  | [ ]  |
| Market/trade stalls  | [ ]  |
| Water related activities  | [ ]  |
| Animals (other than dogs) on site  | [ ]  |
| Re-enactment groups  | [ ]  |
| Food/drink vendors/concessions  | [ ]  |
| Portable staging  | [ ]  |
| PA system  | [ ]  |
| Barriers/fencing  | [ ]  |
| Performances  | [ ]  |
| Other (please list) | [ ]  |

Please note – we do not allow the release of balloons, butterflies or Chinese lanterns. Inflatables, barbecues, hot air balloons, pyrotechnics and fireworks can only be provided by professional companies and **we will need full documentation.**

Please give full details of your event that are not already covered in this application form, especially in relation to all activities ticked above, e.g. suppliers, displays, performances, companies involved etc. **You must let us know if anything changes.**

**I confirm that:**

* The above details are correct and I am over 18 years of age
* I have read and agree to the conditions set out in the HDC Events Policy
* All relevant licences will be applied for prior to the event
* I have minimum £5million public liability insurance
* I will ensure all food vendors are listed with a local authority and provide all the required documents
* I will ensure all other activity providers (e.g. face painters, stall holders etc.) provide all the required documents (e.g. risk assessments, insurance etc.)
* I understand I am completely responsible for all aspects of this event
* I will inform HDC if anything changes.

### Privacy Notice

**Why are we asking for your personal information?**

We require your personal data to process your enquiry about an application for or about the use of Public Open Space.

This is a (Public Task) Statutory Duty as laid out in Public Spaces Protection legislation. We cannot process your request unless you provide this personal information. If you do not or if you refuse to allow us to share information we will not be able to carry out the service for you and cannot be held responsible for any consequences to you of it not being carried out. This may result in your application not being processed or your event not being given consideration for approval. You hold the following rights with regard to the personal data you provide us:

* Right to Access – You have the right to access (receive a copy) of your personal data and supplementary information.
* Right to Rectification – You have the right to have any inaccurate or incomplete personal data rectified.
* Right to object to us processing your personal data where you have an objection on “grounds relating to your particular situation”.
* Right to Restriction – You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected, or if a withdrawal of consent has been made.

**Sharing your information**

We share information within the council to ensure services are provided appropriately. We may share your personal data with other agencies such as the police, social services etc, if there is a legal reason do so.

We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, audit or other external bodies for such purposes. We participate in the government’s National Fraud Initiative.

If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date.

**Retention of your personal information**

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the council’s Retention Policy on the website.

We do not routinely process any information about you outside the European Economic Area (EEA), except in rare cases, where we use all appropriate safeguards.

Huntingdonshire District Council is a registered Data Controller with the Information Commissioner’s Office.

You can find out more about how we handle your data by visiting the council’s Privacy Notice page. If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing infogov@3csharedservices.org or you can write to the council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 01480 388388.

You have the right to lodge a complaint with the Information Commissioner’s Office (ICO) should you believe any part of this statement to be unlawful.

This form may be circulated to the members of the Event Safety Advisory Group (ESAG) so they can advise on specific matters. You may be invited to attend an ESAG meeting.

**Signature:**

**Date:**

**Print name:**

(a digital signature is acceptable)

**The following documents will be required at least 4 weeks in advance (three months for a large event)**, although we recommend including them with this document if possible and at least 6 weeks for all events in case there are issues with them. If we do not receive these documents in time you may not be able to go ahead with your event.

**Please indicate whether you have sent the following along with this application form:**

|  |  |
| --- | --- |
| Full site-specific risk assessment for all aspects & activities | [ ]  |
| Copy of insurance certificate | [ ]  |
| Gridded site plan (including the location of the site for emergency services) | [ ]  |
| Event management plan (EMP) | [ ]  |
| Any other management control documents | [ ]  |
| Stand-alone fire risk assessment | [ ]  |
| Stand-alone Covid-19 risk assessment | [ ]  |
| Other | [ ]  |

**Appendix 1**

These sites are the main ones owned or managed by Huntingdonshire District Council. We also own various car parks and small areas of greenspaces around housing areas – please contact us if you are unsure.

**Huntingdon:**

Riverside Park

Sapley Park

Hinchingbrooke Country Park

Spring Common

Stukeley Meadows Local Nature Reserve

Huntingdonshire Community Plant & Tree Nursery (Godmanchester)

**St Neots:**

Regatta Meadow

Riverside Park

Priory Park

Paxton Pits Nature Reserve

Barford Road Pocket Park

**St Ives:**

Hill Rise Park

Holt Island