

Herbert Warehouse
The Docks, Gloucester
GL1 2EQ

01452 396396
heretohelp@gloucester.gov.uk
www.gloucester.gov.uk

Dear Sir or Madam

Thank you for your enquiry about holding an outdoor event in Gloucester. Anyone organising an event on council owned land must complete this form. Please email the completed form to the details above. If returning this form via email, a signature is not required as long as the email is sent from the person named as the main contact. If you are not able to send the form electronically, please post it.

Please complete every section of this form – the more information you provide means the fewer questions we have to ask and a quicker application. If you need further assistance in completing this form, please contact the events team on 01452 396396 or heretohelp@gloucester.gov.uk. There is further guidance about organising events on our [website](#).

Under the Licensing Act (2003), you may need an additional licence if your event involves any licensable activities such as the performance of dance, music or the supply of alcohol. The events team can confirm whether a separate licence is necessary. Please note that this will incur an additional cost.

All event sites must be left in a clean and tidy condition. Organisers are responsible for the full cost of the repair to any damage to the site. Organisers must also have adequate public liability insurance cover and a health and safety policy.

Events where the public will be sold a service, charged for admission or commercial events such as product exposure/sampling, company functions, photographic shoots or filming will require the payment of a fee to Gloucester City Council.

Once we have received the completed form, it will be circulated to other council services, such as Licensing and Highways, who may be required to be involved with your event for consideration. If the event is approved, you will receive written confirmation from the council. Please make sure that the person in charge of the event carries this with them on the day.

Should you require any further information, please contact the events team on 01452 396396 or heretohelp@gloucester.gov.uk

Yours faithfully

Events Team, Gloucester City Council

Contact Details

| | | | |
|---|--|------------|--|
| Name of organisation | | | |
| Address | | | |
| Name of main contact | | | |
| Email | | Mobile no. | |
| Alternative phone no. | | Fax no. | |
| Name of contact person on the day (if different from above) | | | |
| Email | | Mobile no. | |

Event Details

| | | | |
|--|--|-------------------------|--|
| Name of event | | | |
| Proposed location | | | |
| Purpose of event | Charity <input type="checkbox"/> If yes, local <input type="checkbox"/> national <input type="checkbox"/> charity registration no. <input type="text"/> Not-for-profit <input type="checkbox"/> Commercial <input type="checkbox"/> | | |
| Have you held this event before? | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Event proposed start date(s) | | Proposed finish date(s) | |
| Event proposed start time(s) | | Proposed finish time(s) | |
| Site set up / clean up proposed start date | | Proposed finish date | |
| Site set up / clean up proposed start time | | Proposed finish time | |
| No. of participants (including visitors) anticipated | | | |
| Event website (if applicable) | | | |

Description of activities

This section is very important to your application. It helps us to ensure you will have a successful and well-run event. If any of these details change it is up to **you** to inform us.

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| <p>Description of activity <i>Please note it may be easier to attach a full programme of activities to the application. Please specify all components, stalls, activities, dog shows, etc.</i></p> | |
| <p>Do you have a site plan? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>This is important if your event includes structures such as marquees, tents, stages, parking areas etc.</i></p> | |
| <p>Will there be any of the following that may require a further licence or permit? <i>If yes, please give further details. You may be eligible for a Temporary Event Notice (TEN) if the event is under a certain size. Further details on eligibility for a TEN are on the council website</i></p> | |
| Live music | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Recorded music | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Dancing | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Performance of plays | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Films | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Alcohol | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Fairground/circus | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Fireworks and/or lasers | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Food and / or drink | <p>Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Food hygiene legislation applies to any activity that involves handling food and drink. You must contact Food Safety before submitting this application. Contact: heretohelp@gloucester.gov.uk or 01452 396396</i></p> |
| Road closures | <p>Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, contact streetworks@gloucestershire.gov.uk or write to Streetworks Team, Gloucestershire County Council, Westgate Street, Gloucester, GL1 2TH</i></p> |
| Street collections | <p>Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, you will need a Street Collection Licence Contact heretohelp@gloucester.gov.uk or 01452 396396</i></p> |
| Street trading | <p>Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, you will need a Street Trading Permit Contact: heretohelp@gloucester.gov.uk or 01452 396396</i></p> |

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| <p>Will waste be produced? (food, general waste, plastics, paper etc.) Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, give details of your plans for recycling and waste management. Any questions, contact heretohelp@gloucester.gov.uk or 01452 396396</i></p> |
| <p>Do you require power? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, give details of how you intend to supply it:</i></p> |
| <p>Do you require water? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, give details of how you intend to supply it:</i></p> |
| <p>Will you be providing temporary toilets in addition to public toilets? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, give details. Please note that existing facilities may not be available or may not be adequate for the number of people at the event. HSG195 has guidance on numbers required.</i></p> |
| <p>Will you encourage people to travel sustainably? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, give details</i></p> |
| <p>Will you require vehicle access at the event? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, give details (number and type of vehicles to be used):</i></p> |
| <p>Will the event be ticketed? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, number of tickets available:</i></p> |
| <p>Will the event be accessible and open to all? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Under the Equality Act (2010) you must not discriminate on the basis of race, colour, ethnic or national origins, religion and belief, gender, sexual orientation or marital status and disability or age.</i></p> |

Publicity

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| Do you give permission for your contact details to be added to a database, for use both internally and by members of the public enquiring about the event? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Do you give permission for the event to be displayed on the council website? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Please give details of anything else you will be doing to make the event environmentally friendly. | |

Terms and conditions of hire

1. The council will not be responsible for any loss, damage or injury of any description to persons or property which may be sustained subsequent upon or arising directly or indirectly from the holding of the said event and the organisers shall indemnify the council against all such claims.
2. The organisers will have minimum public liability insurance cover of £5 million for each and every incident against all liability arising covering both the participants in the event (including any officials employed in connection therewith) and all third parties.
3. The organisers will comply with the regulations (if any) and the conditions which may be required by the insurers in respect of this event.
4. The organisers will take all reasonable steps which may be necessary to ensure the (a) safety of the public in particular safety from all machinery, vehicles and other equipment (if any) in use at the event and (b) the safety of all machinery, vehicles and other equipment (if any) in use at the event and to permit the council's officials to inspect the said machinery, vehicles and other equipment at any time and to comply with any directions given by such officials to repair or discontinue as necessary the use of any such equipment which in the opinion of the officials is defective. A risk assessment is required for all events. A template risk assessment is provided as an appendix and available on our [website](#).
5. The site or area being used will be left in a clean and tidy condition to the satisfaction of the council's events team. The organisers are to be responsible for the full costs of the repair of any damage to the site which occurs as a result of the holding of this event – such repairs are to be carried out by the council at the organiser's expense or by an approved contractor as agreed by the council. Depending on the size and nature of the event, a returnable deposit against reinstatement of the ground may be required. See appendix for current deposit requirements.
6. If suitable and/or adequate public toilets are not available, provision must be made to the satisfaction of the council.
7. An application fee and a hire fee may be required for this event. See appendix for current fees.
8. Car parking on any green field site is not permitted unless prior arrangement and permission is obtained through the council's events team.
9. The council reserve the right to revoke this consent on giving written notice to the organisers if, in the opinion of the council's events team, it is impossible, impracticable or inadvisable to allow the event to take place by reason of the nature of the event, the condition of the open space or of any buildings, equipment, fixtures or fittings therein or the carrying out of works of maintenance or repair thereto, the existence of any industrial dispute involving the council's servants or agents, or any other circumstances outside the council's control, and on the consent being revoked as aforesaid the organisers shall be repaid any deposit or sum of money that may have been paid but shall have no claim against the council for any damage or loss they may sustain or in respect of any liability which they may incur or have incurred in consequence of any such revocation.
10. The organisers will comply with the requirements or regulations of any national governing institution which lays down regulations so far as the proposed event is concerned.

11. The organisers will have plans and procedures in place to deal with the following:

Event communications
Security and stewarding
Crowd management
Emergencies
Fire
First aid
Lost children and vulnerable adults

Transport (including parking)
Toilet and drinking water provision
Food safety
Waste management & recycling
Environmental impact
Disability compliance
Equal opportunities

Declaration

Please confirm that the following documents will be attached to your application and that you accept the terms and conditions of hire.

| | |
|--|--|
| Site plan attached? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Risk assessment attached? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Copy of public liability insurance attached? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| By returning this form, I confirm that I have read and accepted the terms and conditions of hire. I confirm that the information provided is correct and I apply for permission to hold the event described on Gloucester City Council land. | Yes <input type="checkbox"/> No <input type="checkbox"/> |

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| Signed * | |
| Name (block capitals) | |
| Role at event | |
| Date | |

* If returning this form by email, a signature is not required as long as the email is sent from the person named above as the main contact.

Appendix 1

EVENTS – HIRE OF PARKS AND OPEN SPACES FEES AND CHARGES 2014-15

1. APPLICATION FEE

This is not refundable and to be paid on application

| | |
|--|------|
| Commercial | £100 |
| National registered charity | £50 |
| Local charity or not for profit organisation | Free |

2. HIRE FEE

Fees to be paid in full at least six weeks prior to the event

| VENUE | TYPE OF ORGANISATION | RATE PER DAY |
|---|--|--------------|
| GLOUCESTER PARK/ PLOCK COURT PLAYING FIELDS | Commercial* | From £700 |
| | National registered charity | £100 |
| | Local charity or not for profit organisation | £50 |
| ALL OTHER PUBLIC OPEN SPACE | Commercial* | From £300 |
| | National registered charity | Free |
| | Local charity or not for profit organisation | Free |
| CITY CENTRE | Negotiable and will be based on the scale and requirements for the event. This will be considered on a case by case basis. | |

*Fees will be negotiable and will be based on the scale and requirements of the event. This will be considered on a case by case basis.

| | |
|----------------|------------------|
| SET UP DAY | 25% of total fee |
| BREAK DOWN DAY | 25% of total fee |

| | | |
|---------------------|-------------------------------|-------------------|
| CANCELLATION POLICY | Six weeks prior to the event | 10% of total fee |
| | Five weeks prior to the event | 20% of total fee |
| | Less than five weeks | 50% of total fee |
| | Less than two weeks | 100% of total fee |

3. REINSTATEMENT DEPOSIT (BOND)

This payment will be cashed and held until after the event. It will be forfeited in the event of damage or loss or held as part payment of any necessary making good. The hirer will be liable for the full costs of any damage so, should this exceed the deposit, the council will issue an account.

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|---|--|
| Negotiable and will be based on the scale and requirements of the event. This will be considered on a case by case basis. | Minimum £500 Minimum £2,000 if large vehicles on site |
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4. FILM CREWS

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|-----------------------------|---------------------|
| AMATEUR/STUDENT CREW | £50 per day |
| PROFESSIONAL | £250-£1,000 per day |

Please note: other charges may apply for additional services or permissions, for example:

- (i) Land use agreement (£150 - £750)
- (ii) Equipment hire
- (iii) Electrical hook-up
- (iv) Provision of water
- (v) Waste management
- (vi) Licences e.g. temporary event notices

Please contact the events team to find out more: heretohelp@gloucester.gov.uk

Appendix 2 – Example risk assessment form

You can use this template or attach your own risk assessment with your application.

Gloucester City Council has a duty to ensure the safety of people using their land under the Health and Safety at Work Act (1974). Provide details of all activities taking place at your event that might pose a hazard and what you plan to do about them to minimise the risk. Some examples of issues to consider:

- Fireworks
- Bouncy castles
- Machinery
- Fuel/generators
- Electrical equipment
- Accidents
- Vehicles
- Structures
- People (including crowd control)
- Activities requiring participation

| Hazard | What could go wrong? | Who is likely to be injured or what is likely to be affected? | How are you going to reduce the possibility of someone being injured or a pollution incident occurring? | Do you think anything else could or should be done? |
|--------------------------------|--|---|--|---|
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| EXAMPLE Generator diesel | Fire, Explosion, Spill, Skin reaction to chemicals | Any person at event, Soil, Water | Fuel to be stored safely in bunded container. Only trained personnel with protective clothing to use equipment. Spill kits to be available. Careful placement of generator in site i.e. not near water/sea | Dedicate a member of staff trained in use of spill kit to supervise generator. Ensure that diesel soaked materials are treated as hazardous waste. |
| EXAMPLE Crowds | Crushing | Any person at event | Design layout of event to reduce concentration of people in anyone place | Stewarding – volunteers or professional company. |