

EVENT APPLICATION FORM

This form is to be used for both park events and town centre events and as much information as possible should be completed. (Please supply on additional sheets if required or submit an event pack.)

Data Protection Statement – Data Protection Act 1998

The information you provide on this form will be used only for the purposes for which it has been given and will not be used for additional purposes without your consent. It will be shared with other internal departments, Safety Advisory Group and responsible authorities such as the police and fire department only.

Name of Event:			Requested Date(s):			
Name of Event Organiser:			Organisation:			
Address:	Postcode:					
Email Address: & Website			Telephone Number(s):			
Is this the first time you have submitted an application for an event in Solihull?					Yes	No
Event location:	Town Centre	Park (please state park name):	Charity No: (If collecting for a charity please give details and confirmation letter)			
Set up/ pack away times:			Event times: (start and finish. Please note that there are restrictions in the town centre)			
Category of event:						
Commercial / Promotion in town centre		Commercial Event in the Park		Comments:		
Event in the town centre - not for profit, charity, religious, political		Event in the Park – not for profit, charity, religious				
Leaflets/Handouts in the town centre		Other:				
Charity collection (Sat only)		Have you got an official street collection permit?			Y	N
Detailed content of event: (Please give as much detail as possible and include maps or plans)						
Car parking arrangements:						
No. of Stewards:			Security Company:			
Communications:						
Toilets (parks only):			First aid booked:			
Fun fairs: (You must supply ADIPS safety certificates and PLI for each ride)						
Music /PA:						
Catering facilities:			Company Names:			
Electricity supply:			Gas supply:			
Road Closures required for Parade /race? (Please note that at least 45 days notice is required)						
Other info: (continue on a separate document if necessary)						

Anticipated attendance:	< 500		501 – 2000		2000+ (please give an indication of size)	
Entrance charge:	Adults		Children		Family	
Public liability Insurance for a minimum of £5million is required (Note – for larger, higher risk events, a minimum of £10m is required). Please tick here to confirm you have PLI to the appropriate value and attach a copy of your certificate to your application:						
Will you be running a raffle or small lottery? (If you are selling tickets prior to the event you do need to register this with the Council's licensing team)	Yes		No		Permit obtained:	Yes
						No
Will you be selling anything?	Yes	No	N/A	Please state:		
Have you applied for Street Trading Licence? (10 days notice required)	Yes	No	N/A	Please state:		
Are you handing out any leaflets?	Yes	No	N/A	Please state:		
Have you applied for a distribution of printed matter Licence?	Yes	No	N/A	Please state:		
Event application check list: Please ensure you have included the following information in support of your application. <ol style="list-style-type: none"> 1. Completed application form <input type="checkbox"/> 2. Copy of your Public Liability Insurance <input type="checkbox"/> 3. A copy of your site plan <input type="checkbox"/> 4. A risk assessment for the event <input type="checkbox"/> 5. A bond – depending on the scale of your event (please ask event team) <input type="checkbox"/> 6. Your fee – via cheque to Solihull Metropolitan Borough Council (The event team will confirm the fee). <input type="checkbox"/> <p>We will aim to acknowledge your application within 7 days. However, please note that official confirmation will not be given until all your paperwork has been received and relevant processes have been followed.</p> <p>We will advise you if your application is successful and what the costs and any specific conditions will be. Please note that for medium and large scale events or high risk events you will be asked to attend a Safety Advisory Group meeting with responsible authorities prior to your event.</p>						
I confirm that I am over 18 years of age and agree to follow the terms and conditions set out by Solihull Council, which I have received, read and understood.						
The information provided in this application will be shared with other departments within the Council and also to statutory partners including the Police and Fire departments.						
Print Name:			Signature:			
Position			Date:			

Please return to: Events Team, Places Directorate, Solihull Metropolitan Borough Council, The Council House, Manor Square, Solihull B91 3QB or email to events@solihull.gov.uk

Official use only:

Event ref number:		Date Received:		Size of event:	
Agreed by:		Refused by:		Fee:	
Risk assessment:		PLI received:		Terms and Conditions signed:	
Invoiced by:		Date:			