



NORWICH
City Council

Hire of Open Spaces

Booking Form and Information

contact

Norwich City Council

events team

on 01603 212136 or 212126

City Hall
Norwich
NR2 1NH

e: events@norwich.gov.uk
www.norwich.gov.uk

Please keep this booklet for your reference

Contents

Introduction	2
Council charges	2–4
Pre-planning	5–6
Organising the event	7–8
Provision and services	8–12
Final preparations	12
After the event	13
Event risk assessment	13–15
Risk assessment form	16–18
Event application form	19–22
Contact list	23–24

Introduction

This guidance pack has been designed to provide information to individuals and organisations wishing to arrange an event at a Council managed open space. The forms contained within the pack can be used for all events regardless of size, however some parts may not be relevant for smaller events.

The guide gives general advice that should be used when arranging any type of event. However, it must be remembered that events can be extremely diverse, ranging from a simple car boot sale, to a large outdoor carnival and therefore this guidance cannot be considered exhaustive. It is likely that additional guidance will be required for specialist events and larger scale activities.

Major events will require additional information and you should first contact the Event Manager to arrange a meeting before making your application. This must be a minimum of 6 months prior to your proposed event date.

There are many national associations and clubs who may be able to offer advice on specific types of event. When planning and organising an event it is recommended that you refer to the 'The Event Safety Guide' produced by the Health and Safety Executive (ISBN 0 – 7176 – 2453 – 6 t: 01787 881165).

Open space hire fee

Pricing will depend on the activity and how many people are expected to attend. The decision will be taken at the discretion of the Event Manager. The prices below will give you guidance:

	Trading day	Set up days
Commercial Hire		
<i>Examples:</i>		
Music festival	£1,000 – £1,500	£500
Funfair	£500 – £1,000	£250
Sports	£500 – £1,000	£250
Big Top Show	£500 – £750	£250
Small Circus	£250 – £375	£125
Theatre performances	£100	£50

	Trading day	Set up days
Non-commercial hire		
<i>Examples:</i>		
Large Arts/Music festival	£500 – £1,000	£250
Small Arts/Music event	£100 – £250	£50
Large Sports/fetes	£250 – £500	£125
Community fete	£100	£50
School sports	£30 – £50	N/A
Theatre performances	£50	£50

Deposit

A deposit of £250 will be taken for each event.

Money will be deducted from the deposit for reinstatement of any damaged caused to the open space and fines of £25 for each unauthorised car.

Pricing will depend on the activity and how many people are expected to attend. The decision will be taken at the discretion of the Event Manager.

The hire fee is VAT exempt, service charges are VAT inclusive.

In addition to the hire fee, other charges may be made for services

	Weekday	Saturday	Sunday
Duty person per hour	£15	£22	£29
Toilet cleaning per occasion	£45	£57	£71
Empty litter bins x20	£51	£65	£78
Litter pick, 4 people, 1 hour	£82	£110	£135
Bandstand and power	£20	£20	£25
Power connection	£45	£55	£65
Power connection on Bank Holidays		£90	

Risk assessment

Please remember that organisers of events have a legal responsibility to ensure the health, safety and welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending. This should be ensured by carrying out a detailed risk assessment, in which all hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level.

All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

A formal record should be kept of the risk assessments. A simple guidance note and an example form is provided with this pack. Completed forms should be retained by the organiser, for future reference.

Where the event consists of more than one attraction eg. a summer fete, a written risk assessment may be required for each activity. In these circumstances, the enclosed risk assessment form can be photocopied.

Any contractors involved in the event should also carry out risk assessments. Where relevant, you should obtain copies of these.

More information regarding risk assessments can be obtained from Health and Safety Executive (HSE) publications. HSE Books t: 01787 881165. www.hsebooks.co.uk

Environmental Services or HSE infoline 08701 545500.

Stage 1 – Pre-planning

Detailed pre-planning is essential to ensure the event is successful. The following need to be considered at this stage:

Where. Make sure the venue you have chosen is adequate for the proposed event. Do not forget to consider the impact on the local community, how easy it will be for people to get to the venue and any car parking requirements. Consider the suitability of the venue and any existing hazards, which may be on the site such as water hazards, overhead power lines etc. Consider whether or not emergency routes will be adequate.

When. Consider the time of year, including the consequences of extreme weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc. You will probably need to arrange lighting for an evening function. The event should not clash with any other major events in the area.

Who. Identify the aims of the event. Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained.

What. Decide on the type of activities to be held. Will there be any specific hazards such as animals or high risk sports? If possible also try to establish the size of the proposed event and whether or not an entrance fee will be charged.

Specialist equipment. Will the activities require the use of any specialist equipment. If so, does this equipment pose any specific hazards? Will a particular activity need barriers etc? Some equipment such as a stage will require certificates of erection by a competent person.

Code of practice. For larger events there will be a need to comply with guidance particularly the Code of Practice for Outdoor Events published by the National Outdoor Events Association t: 0208 6698121, which gives advice on structures, marquees, tents and electrical matters. The HSE 'The Event Safety Guide' is also a very useful reference document.

Welfare arrangements. The organiser must estimate the number of attendees to the event and consider its duration. Toilet and first aid requirements should be based on these estimations. Advice is given in the Code of Practice for Outdoor Events referred to above. Permanent toilets should be checked for adequacy and maintained during the event. The provision of drinking water may be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. In a few of the parks there is a permanent parks cafe. Provision also needs to be made for lost children, missing persons, baby changing and lost property.

Special permission and licences. Under the Licensing Act 2003 it is likely that a Temporary Event Notice (TEN) or Premises License will be required for any of the following licensable activities:

- The sale by retail of alcohol;
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of a club;
- The provision of regulated entertainment; and
- The provision of late night refreshment

Regulated entertainment, subject to specified conditions and exemptions, includes:

- a) A performance of a play;
- b) An exhibition of a film;
- c) An indoor sporting event;
- d) A boxing or wrestling entertainment;
- e) A performance of live music;
- f) Any playing of recorded music;
- g) A performance of dance;
- h) Entertainment of a similar description to that falling within (e), (f) or (g)

A TEN can be issued for events for up to 499 people (including staff, stewards and performers) and for a maximum period of four days. Applications must be given to the Police and the Council at least 10 working days before the event in question.

An application for a Premises license needs to be made a minimum of 58 days before your event.

For application form and further information please contact Norwich City Council Licensing Department 01603 212761 / 212760 / 212762.

Further information is available from the DCMS website:
www.culture.gov.uk

The Arts Council have also produced a simple guide to entertainment licensing: www.artscouncil.org.uk

Insurance. All organisers of events will require public liability insurance with a limit of indemnity of £5m per claim. All contractors and performers will also need their own public liability cover. Depending upon the nature of your organisation and the proposed event other insurances may also be required. Quotations should be obtained from your insurance provider.

Timescale. Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as 9 to 12 months planning. Some specialist advice may be required, and special permission could take time. Do not forget the summer can be a busy time with hundreds of events taking place within your area.

Event plan. This should include all your health and safety arrangements. Once you have resolved all the issues referred to above, keep records of the proposals as a formal plan for the event. This will help you when carrying out your risk assessments.

Stage 2 – Organising the event

Once you have decided on the fundamental objectives behind the activities, you can then start to organise the event in detail. Remember to write things down as you go and to keep the event plan up to date.

Establish a committee. Identify specific responsibilities for all committee members. One person should be identified as the event manager and be responsible for liaison with other organisations such as the Council, the local police force and other emergency services. You should have a named Health and Safety Officer to whom all queries can be referred about safety procedures in case of an emergency.

Liaison. You may need to tell the local police, fire brigade, ambulance and first aid providers about the event and ask them for advice. Decide what additional information is required regarding specific activities and make contact with the Council and/or the relevant organisations.

Risk assessments. You must complete a risk assessment for your event. Taking everything into consideration, you should establish which specific hazards require individual risk assessment. Initial assessments should be undertaken and any remedial action specified in the updated event plan. A timescale should be specified where necessary. See assessment form and information on pages 12–16.

Attendances. The maximum number of people the event can safely hold must be established. This may be reduced dependant upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that one particular attraction may draw large numbers of visitors.

Emergency plan. A formal plan should be established to deal with any emergency situations, which may arise during the event. The complexity of this will depend upon the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. Organisers of larger events may wish to liase with the emergency services, local hospitals and the Council's emergency planning officer and create a planning team to consider all potential major incidents and how you would deal with them.

Contingency plans. Consider the implications on the event of extreme weather conditions. Will the event be cancelled? Could specialist tracking be hired in at short notice? Or could the event be moved to an alternative inside venue. This will involve a lot of planning and may be too complex for anything other than the smallest of events. There could also be other scenarios, which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up.

Site plan. Draw out a site plan identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths.

Stage 3 – Provisions and Services

You will need to calculate what provision and services will be required for the event. This should include all of your contractors, entertainment and welfare for your intended audience. Listed below are a few examples;

Bouncy Castles. If a bouncy castle is used at your event you must follow the HSE guidelines – <http://www.pipa.org.uk>. You will also be required to take out specific public liability insurance for bouncy castles.

Cars on site. This is a public park and no cars are permitted on site without special permission from the Council. A £250.00 deposit will be taken for each event and a fine of £25 for each unauthorised car on site will be taken from the deposit.

Catering. The provision for catering will be granted at the Council's discretion. Details of all catering units must be submitted to Environmental Health Service at least 14 days prior to the activity. All catering units must be open for inspection by the Environmental Health Services. If they do not comply with regulations they will not be allowed to trade. The provision of the Food Safety Act 1990 (as amended), Regulation (EC) No. 178/2002 applied by The General Food Regulations 2004 (as amended), Regulation (EC) No. 852/2004 applied by Regulation 17(1) of the Food Hygiene (England) Regulations 2006 shall apply.

Adequate space should be left between catering facilities to prevent any risk of fire spreading. Ask to see caterers' food hygiene certification. You may wish to use only caterers who are members of the Mobile Outside Caterers' Association. You should obtain a list of their menu and charges to ensure their prices are reasonable.

Clearing up. Arrangements may be required for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site.

Communication. You will need to communicate to event personnel and it is recommended that you have a radio communications system. For larger events you may need to set up a control room. Adequate P.A. systems should be in place to communicate to the public as well as an information point for public enquiries.

Contractors. You should ensure that your contractors are competent to undertake the tasks required of them. Wherever necessary personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments, and satisfy yourself that they will perform the task safely.

Always ask to see their public liability insurance certificate, which should provide a limit of indemnity of at least £5 million. Provide contractors with a copy of the event site rules and details of their responsibilities while on the site.

Crowd control. The type of event and the numbers attending will determine the measures needed. Consideration will need to be given to the number and positioning of barriers, signs, stewards and the provision of a public address system.

Disabled provision. Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event.

Electricity and Gas. Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe.

– **electrical appliances.** All portable electrical appliances including extension leads etc. shall be tested for electrical safety and a record kept. The records of a satisfactory test on all equipment shall be available for inspection on the day. Any hired equipment must come with a certificate of electrical safety. The Electricity at Work Regulations 1989 will apply.

– **electrical installations.** The Hirer shall obtain approval from the Council for the use of generators at the event. Generators must be operated in a safe manner and segregated from the public or protected by suitable covers or barriers, so as to prevent access by members of the public. All electrical equipment shall be maintained so as to prevent danger, as far as is reasonably practical. Norwich City Council requires the entire electrical installation be subject to tests no less stringent than those required by BS 7671:2001 and that a current electrical test certificate be available for inspection. Residual current circuit breakers with a tripping current no greater than 30ma shall be used and if possible the power supply stepped down to 110volts. Residual current circuit breakers shall have no intentional time delay fitted.

You will need to supply a current inspection certificate on the electrical installation completed by an NICEIC/ECA electrical contractor and have it available for Council inspection on the day. All cables will have to be safely routed to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events.

All generators shall be earthed at their neutral point by means of a suitable earth electrode and all systems shall be TNS. Generators should be suitably fenced or barriered to prevent public access from public areas. All these arrangements should be clearly shown on the site plan. Additional information can be obtained from the Council's Environmental Health Offices.

– **gas supplies.** Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public. The same should apply to any fuel supplies for portable generators etc. Gas systems should conform to and operators have regard to the LP Gas Associations Code of Practice 24. Use of LPG cylinders Part 3:2000. Use of LPG in mobile Catering Vehicles and Similar Commercial Units. They may also wish to refer to HSE LAC 52/13 The Keeping and Use of LPG in Vehicles and Mobile Catering Units.

Funfairs. Funfairs may only operate at events with the Council's permission. All fairground equipment must comply with the 'Fairground and Amusement Parks – A Code of Practice' published by the HSE number HS(G)175. The Council will require details of all equipment and units one month prior to the event. The Council will also require a current inspection certificate completed by an NICEIC/ECA electrical contractor and schedules of test results and certification from an suitably qualified independent Chartered Structural Engineer, or similar. These will state that the structures comply with the HSE guidance notes and must be submitted four normal office hours prior to the event. Details of the electrical and structural contractor must be submitted for the Council's approval fifteen working days before the event.

First Aid. It is your responsibility to arrange for adequate first aid provision and medical cover. For audiences of less than 5,000, St John or the Red Cross can provide first aid. For audiences of over 5,000, The East Anglian Ambulance Trust must be consulted.

Performers. All performers should have their own insurance and risk assessments and the same considerations will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them and ensure they will comply with your health and safety rules and event plan.

Security. Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Cash collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made to a secure area. Counting and banking arrangements should be given careful consideration.

Sound Amplification. Most of our open spaces are set in residential areas and you will need to be sensitive to this. If you wish to amplify sound at your event you will need permission from us. Not all areas are suitable for musical events and the Events Team will be able to advise you accordingly.

Stewards. Stewards at larger events must be fully briefed on all aspects of the event including crowd control and emergency arrangements. Written instructions, site plans and checklists should be provided to them. It is important that stewards can be easily identified by the public and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager.

All stewards should be properly trained and competent as they will need to be constantly on the lookout for hazards, which could develop during the event. They may also be required to guide vehicles, clear emergency exits, and sort out any behavioural problems. Specific training should be provided for basic first aid assistance and fire fighting. Stewards may require personal protective clothing such as hats, boots, gloves or coats. For evening events, they may need to be issued with torches. At all day events, duty rotas will be required.

Temporary Structures. Many events will require temporary structures such as staging, marquees, stalls etc. Decide where this equipment is to be obtained, who will erect it and what safety checks will be required. The location of any such structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbecues, vehicles and any other dangerous displays etc. In some cases, barriers will need to have specified safety loadings dependant upon the number of people likely to attend.

Temporary structures should only be obtained from experienced suppliers. An independent Structural Engineer shall be engaged by the hirer to certify all structures in accordance with the Institute of Structural Engineers guidance note: 'Temporary Demountable Structures' Guidance and procurement design and use: March 1999. All marquees must be fire retardant to current British Standards.

Toilets. You will need to provide adequate facilities for toilet provision for the numbers attending. Toilets must be well lit at night, readily accessible and clearly signed. They must be kept in a clean and hygienic condition throughout the event and hand washing facilities must be provided.

The basic requirements are set out below:

Female: 1 WC per 100 females.

Male: 1 WC per 100 males, 2 WC per 202 – 500, 3 WC per 501 – 1,000.

A guidance for toilet provision should be worked out using a ratio of 60 males:40 females.

Traffic. On-Site. Please note that public car parking is provided in Earlham, Eaton, Waterloo and Sloughbottom Parks. Consider where such facilities should be situated. Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. Only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. Car parking facilities will be required at some events and these will have to be stewarded.

Off-site. Unplanned and uncontrolled access and egress to a site can result in a serious accident. Traffic control both inside and outside the site should be discussed with the police. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. If road closures, signs on the highway, traffic diversions and/or the placement of cones are required then an application must be made for a traffic regulation order and/or approval from the highway authority.

Stage 4 – Final preparations

Just prior to the event a detailed safety check will have to be carried out. This should include the following:

Routes. Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to emergency routes.

Inspections. A walk through inspection of the site should be carried out immediately prior to, during and after the event to identify any potential hazards and to check out communications are working. You may want to carry out more than one inspection during the event. All defects should be noted and also any remedial action taken.

Siting. Make sure that all facilities and attractions are correctly sited as per your site plan. Be certain that the first aid facilities, fire extinguishers and any cash collection boxes are in place. Check waste bins are in their correct locations.

Signage. Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, information and lost children points and other welfare facilities such as toilets and drinking water.

Vehicles. Check that all contractors, performers and exhibitors vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.

Structures. Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors as a record of this.

Barriers. Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.

Stewards. Make sure that all staff have arrived and are in their correct location. Ensure all stewards are wearing the correct clothing for easy identification.

Lighting. Check all lighting is working, including any emergency lighting.

Public information. Make sure the public address system is working and can be heard in all areas.

Briefing. Check that all stewards and staff have been fully briefed and understand their responsibilities.

Stage 5 – After the event

Site condition. After the event, another inspection should be carried out to make sure nothing has been left on the site which could be hazardous to future users. This inspection should also identify any damage which may have been caused during the event. If any structures are left overnight, it must be ensured they are left in a safe condition and are safe from vandalism etc. Specific security arrangements may be required.

Accidents. If an accident occurs, the names and addresses of witnesses should be obtained, photographs taken and a report made by the organisers. An accident form should be completed and a copy sent to the Council. In addition to the statutory requirement to notify certain accidents under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). A sample accident reporting form is included in the pack. You will also need to advise your own insurance company. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place.

Claims. Should any person declare an intention to make a claim following an alleged incident associated with the event, you should contact your insurers immediately. They may also require a copy of the completed accident form.

Debrief and report. After the event you should meet with/ask comments from all the agencies involved in the event for an event debrief. You should write an evaluation report which will help you refine your future events.

Event risk assessment

Guidance notes

A full risk assessment should be carried out for all events. This will be a legal requirement in many circumstances. The following guidance should aid you in carrying out your risk assessments. A form to record your findings has also been provided at the back of this document.

Identifying the hazards

All hazards should be identified including those relating to the individual activities and any equipment. A hazard is something with the potential to cause harm. Only note hazards which could result in significant harm. The following should be taken into account:

- Any slipping, tripping or falling hazards.
- Hazards relating to fire risks or fire evacuation procedures.
- Any chemicals or other substances hazardous to health
- Moving parts of machinery.
- Any vehicles on site.
- Electrical safety eg. use of any portable electrical appliances.
- Manual handling activities.
- Falls eg. from ladders, structures or trailers.

- High noise levels.
- Poor lighting, heating or ventilation.
- Any possible risk from specific demonstrations or activities.
- Crowd intensity, movement and pinch points.

This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities at the event.

Identifying those at risk

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people. The following should be taken into account:

- Stewards.
- Employees.
- Volunteers.
- Contractors.
- Vendors, exhibitors and performers.
- Members of the public.
- Vulnerable persons.
- Potential trespassers.
- Local residents.

Areas to consider

The following are examples of areas to consider:

- Type of event.
- Potential major incidents.
- Site hazards including car parks.
- Types of attendees such as children, elderly persons and the disabled.
- Crowd control, capacity, access and egress and stewarding.
- Provision for the emergency services.
- Provision of first aid.
- Fire, security and cash collection.
- Health and safety issues.
- Exhibitors and demonstrations.
- Amusements and attractions.
- Structures.
- Waste management.

Assessing the risk

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard. You should list the existing controls and assess whether or not any further controls are required. The following should be taken into account:

- Any information, instruction and training regarding the event and the activities involved.
- Compliance with legislative standards, codes of good practice and British Standards.

- Whether or not the existing controls have reduced the risk as far as is reasonably practicable.

Further action necessary to control the risk

Classify risks into high, medium and low. Examples of risks falling into these categories are as follows:

High An unsecured inflatable being used in adverse weather conditions by young children.

Medium A display of animals in a roped off arena.

Low A mime artist performing amongst the crowd.

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Only use personal protective equipment as a last resort when there is nothing else you can reasonably do. Consider the following:

- Removal of the hazard.
- Preventing access to the hazard eg. by guarding dangerous parts of machinery.
- Implement procedures to reduce exposure to the hazard.
- The use of personal protective equipment.
- Find a substitute for that activity/machine etc.

Record the risk assessment findings

Use the attached Risk Assessment Form to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference or use. You could also refer to other documents you may have, such as manuals, codes of practice etc.

Review and revise

If the nature of the risks change during the planning of the event, the risk assessments will need to be reviewed and updated.

Information

Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.

to be kept by hirer **event risk assessment form**

event		date of event		venue		organiser	
hazards identified	persons at risk	risk (high, medium, low)	measures required to control the risk	action taken by (name)	date completed and signature		

name of assessor (printed) _____ date _____ (continue on additional sheet if necessary)
signature _____

sample event risk assessment form

event		date of event		venue		organiser	
hazards identified	persons at risk	risk (high, medium, low)	measures required to control the risk	action taken by (name)	date completed and signature		

name of assessor (printed) _____ date _____ (continue on additional sheet if necessary)
 signature _____

The following is a quick reference for you to use during the planning of your event. Some of these sections may not be relevant to your specific event and this is not meant as a definitive list. (Check list taken from; Events: from start to finish. Sue Stayte & David Watt Institute of Leisure & Amenity Management)

- | | |
|---|--|
| <p>The site</p> <ul style="list-style-type: none"> • Suitability <input type="checkbox"/> • Capacity <input type="checkbox"/> • Access & egress routes <input type="checkbox"/> • Car parking area <input type="checkbox"/> • Surrounding roads <input type="checkbox"/> • Security <input type="checkbox"/> • Safety – water, uneven ground <input type="checkbox"/> <p>Entertainment license</p> <ul style="list-style-type: none"> • Is one needed <input type="checkbox"/> • Fee <input type="checkbox"/> • Safety Policy and Risk Assessment <input type="checkbox"/> <p>Stage</p> <ul style="list-style-type: none"> • What type <input type="checkbox"/> • Seating <input type="checkbox"/> <p>Technical Crew</p> <ul style="list-style-type: none"> • Site Manager <input type="checkbox"/> • Electrician <input type="checkbox"/> • Health & Safety person <input type="checkbox"/> <p>Power</p> <ul style="list-style-type: none"> • What needs power <input type="checkbox"/> • Generators, how many, location <input type="checkbox"/> <p>Stewards</p> <ul style="list-style-type: none"> • How many <input type="checkbox"/> • Fluorescent vests <input type="checkbox"/> • Chief stewards <input type="checkbox"/> • Briefing <input type="checkbox"/> <p>On site signage</p> <ul style="list-style-type: none"> • Toilets <input type="checkbox"/> • First Aid <input type="checkbox"/> • Exits <input type="checkbox"/> <p>Toilets</p> <ul style="list-style-type: none"> • How many <input type="checkbox"/> • Location <input type="checkbox"/> <p>Car Parking</p> <ul style="list-style-type: none"> • Condition of ground <input type="checkbox"/> • Lighting <input type="checkbox"/> • Stewards <input type="checkbox"/> • Disabled provision <input type="checkbox"/> | <p>Lighting</p> <ul style="list-style-type: none"> • Do you require additional lighting <input type="checkbox"/> • Location <input type="checkbox"/> <p>Fencing</p> <ul style="list-style-type: none"> • Hazard areas fenced off from public <input type="checkbox"/> <p>Entertainers</p> <ul style="list-style-type: none"> • On site facilities <input type="checkbox"/> <p>Litter Clearance</p> <ul style="list-style-type: none"> • Bins <input type="checkbox"/> • Skips <input type="checkbox"/> • Litter bags <input type="checkbox"/> • Stewards <input type="checkbox"/> <p>First Aid cover</p> <ul style="list-style-type: none"> • Number of first aiders <input type="checkbox"/> • Location <input type="checkbox"/> <p>Police</p> <ul style="list-style-type: none"> • Do you need to notify them <input type="checkbox"/> • Do they require a presence <input type="checkbox"/> <p>Fire</p> <ul style="list-style-type: none"> • Fire fighting equipment on site, marquees, stage, fireworks etc <input type="checkbox"/> • Will the fire brigade be required to be in attendance? <input type="checkbox"/> <p>Communications</p> <ul style="list-style-type: none"> • Radio's <input type="checkbox"/> • Mobile phones <input type="checkbox"/> • Key personnel <input type="checkbox"/> <p>Emergency Procedures</p> <ul style="list-style-type: none"> • Evacuation of site <input type="checkbox"/> • Closing down of event <input type="checkbox"/> • Weather conditions <input type="checkbox"/> <p>Publicity</p> <ul style="list-style-type: none"> • Leaflets/Posters Distribution <input type="checkbox"/> |
|---|--|

event application form

Please read the guidance notes before completing this application.

Name of event _____

Event location _____

Event date _____

Section One – Organiser Details

Name of organisation _____

Name of event organiser/s _____

Contact address _____

Postcode _____ e-mail address _____

Tel No. Home _____ Tel No. Work _____

Mobile No. _____ Fax No. _____

Event public enquiries number _____

Mobile contact on day of the event _____

(Please note: This must be provided)

Section Two - Event Description

Description of event proposed _____

Is this a (please tick one box only)

Community/Charity event
 Non-commercial

Fund raising
 Commercial

For Charity Event – Name of Charity _____

Charity Registration Number _____

Will all income raised go to the charity concerned? (please tick) Yes No

If no, please give details: _____

Date and time to enter site for preparation _____

Date and time the site will be vacated after the event _____

Event start time each day _____ **Finish time each day** _____

Is the event free? Yes No If no, what is the admission price? _____

Approximate number of people expected to attend _____

Do you intend to supply any of the following attractions or services at the event? If so, please tick the appropriate boxes (some of these may not be permitted at all sites).

Attractions

- Fireworks/pyrotechnics
- Fairground equipment
- Hot Air Balloons
- Inflatables
- Live Music
- Live Entertainment
- Re-enactment groups

Services

- | | | | |
|------------------------|--------------------------|---------|-------|
| First Aid | <input type="checkbox"/> | Details | _____ |
| Security | <input type="checkbox"/> | Details | _____ |
| Stewards | <input type="checkbox"/> | Details | _____ |
| Food/Drink concessions | <input type="checkbox"/> | Numbers | _____ |
| Portable staging | <input type="checkbox"/> | Numbers | _____ |
| Marquees | <input type="checkbox"/> | Numbers | _____ |
| Portable generators | <input type="checkbox"/> | Numbers | _____ |
| Power supply | <input type="checkbox"/> | Details | _____ |

PA systems	<input type="checkbox"/>	Details	_____
Lighting	<input type="checkbox"/>	Details	_____
Toilets	<input type="checkbox"/>	Numbers	_____
Alcohol	<input type="checkbox"/>	Details	_____
Water	<input type="checkbox"/>	Details	_____

Note: (1) Please supply as much information as possible on all of the items above.
(2) After this application has been submitted, no additional items may be included without the express consent of the appropriate department.

Note: The Council reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers. The event organiser should ensure that the site is regularly litter-picked during the event and after the event. If the event organiser fails to do this then the Council reserves the right to carry out the works in default and charge the event organiser the cost incurred.

Section Three – Insurance

Event Organisers are required to hold a current policy of Insurance in respect of Public Liability or Third Party risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council's Risk and Insurance Section and Legal Section. Under no circumstances shall this be less than £5 million per claim and the Council reserves the right to require a higher limit if deemed necessary.

Organisers will be required to produce evidence of their insurance cover.

Note: All documentation must be produced at least 14 days before the Event. Failure to comply may result in the Council refusing to grant permission for the holding of the event.

Section Four – Site Plan

Please supply a detailed site plan showing the positions of stalls, marquees, arena, exhibition units, car parking etc. and list of programme items. In respect of races etc. a detailed route plan showing location of route marshalls, **must** be provided.

Section Five – References

Please supply names and addresses of two people who will give a reference detailing your past experience in event organisation.

1. Name _____ Occupation _____
Address _____
Telephone _____ Fax _____

2. Name _____ Occupation _____

Address _____

Telephone _____ Fax _____

Section Six - Application

We will assess your application within ten working days.

We will advise you if your application is successful and what the costs and any specific conditions will be.

We will send you two contracts to be signed, one for your reference and one to return to Norwich City Council with the deposit and copy of public liability insurance cover.

If permission is granted for this event, I hereby agree to comply with the conditions set out in this form and any departmental terms and conditions and all reasonable instructions given by all authorised Officers of the Council.

Signed _____ Date _____

Position in organisation _____

Please send this completed form, together with any supporting documentation to the following:

The Events Office – Norwich City Council

City Hall, Norwich NR2 1NH

f: 01603 212010 e: fionaroberts@norwich.gov.uk or vickiblake@norwich.gov.uk

Contact list

Reference and address	Name and position	Telephone no.
City Centre Police Bethel Street Norwich NR2 1NN	PC Mike Coley	01603 276631
Events Team Norwich City Council St Peters Street City Hall Norwich NR2 1NH	For bookings Event Manager	01603 212126 01603 212136 01603 212137
First Aid East Anglian Ambulance NHS Trust Divisional HQ Exeter Road Newmarket CB8 8LT	Emergency Planning Officer	01603 424255
St John Ambulance 13 The Ridgeway Norwich NR1 4NB	Jo Bunn	01603 431639
Red Cross Coronation Road Norwich NR6 3HB		01603 253421
Norwich City Council St Peters Street City Hall Norwich NR2 1NH <ul style="list-style-type: none"> • Engineers • Environmental Health • Legal • Licensing • Lord Mayor • Sound amplification • Green Services 		
Contact: Resident Services		01603 212212

Fire Prevention Norfolk County Council Bethel Street Norwich NR2 1NW	Area Safety Officer Central Fire Safety	01603 621461
--	--	--------------

Traffic Police Norfolk Constabulary Norwich Police Divisional HQ Dencora House Theatre Street Norwich NR2 1RG	Colin Page	01603 276937
---	------------	--------------

Other useful
contacts
