



# EVENTS APPLICATION FORM

This Events Application Form is designed to help you plan your event and meet your legal, health & safety requirements. If you have any queries at any stage, please contact:

**Town Centre** events - 01923 278237 or [events@watford.gov.uk](mailto:events@watford.gov.uk)

**Park** events – 0203 567 6919 or [enquiries.watford@veolia.co.uk](mailto:enquiries.watford@veolia.co.uk)

Please complete all sections –please note for simple/small events some questions may not be relevant. Permission to hold your event will only be given once we have received all relevant paperwork.

**We advise you to call the relevant team before submitting your form, depending on the nature of your event we need adequate enough notice to consider your event otherwise your event application may not be approved.**

## For office use only:

Event ref no:

Name of event:

Details of event:

Location:

Date received:

Processed by:

## EVENT ORGANISER'S DETAILS

This information will be used solely for the purpose of the event application. It will only be shared with organisations involved in the events application process.

Name of organisation	
Name of event organiser (with overall responsibility for the event)	
Contact address	
Telephone number	
Email address	
Have you organised an event before (if so, please give details)	

## EVENT DETAILS

Name of event	
Date and time of event	Arrive on site: Event start: Event finish: Leave site:
Event location	
Description of event proposed	
Approximate number of people expected to attend/participate in your event	
Who is our target audience?	
Type of event (tick one box only)	<input type="checkbox"/> Registered charity event <input type="checkbox"/> Non-registered charity event <input type="checkbox"/> Commercial event <input type="checkbox"/> Not-for-profit event
Name of charity (if applicable)	
Charity registration number	
Will all income raised go to the charity concerned?	Yes / No

	If no, please give details:
Is the event open to the public?	Yes / No
Is entry by donation?	Yes / No
Are you charging an admission fee?	Yes / No
Are you selling programmes?	Yes / No
Is the event sponsored by an organisation?	Yes / No If yes, please give details:

## PROMOTING YOUR EVENT

How will you advertise your event?	<input type="checkbox"/> National newspaper <input type="checkbox"/> Local newspaper <input type="checkbox"/> Radio <input type="checkbox"/> TV <input type="checkbox"/> Posters <input type="checkbox"/> Leaflets <input type="checkbox"/> Websites <input type="checkbox"/> Social media
Do you intend to use signage, banners and posters to promote your event?	Please give details of locations and materials to be used <b>PLEASE NOTE: Flyposting is illegal</b>
Please provide a public contact number and/or website where more information can be obtained about the event	

## ACTIVITIES AT YOUR EVENT

Do you intend to have any of the following attractions/provision at the event, and if so, how many?

If you have ticked any of the red circles, you may need to apply for a Temporary Event Notice (TENS), a permit or your own Premises Licence in accordance with the Licensing Act 2003. Contact Watford Borough Council's Licensing department for advice on tel: 01923 278476 or by email: [licensing@watford.gov.uk](mailto:licensing@watford.gov.uk)

<input type="radio"/> Sale of alcohol <input type="radio"/> Live music performance <input type="radio"/> Facilities for music making <input type="radio"/> Playing of recorded music	<input type="checkbox"/> Sponsored activity e.g walk <input type="checkbox"/> Fairground rides* <input type="checkbox"/> Children's fairground rides attractions <input type="checkbox"/> Bouncy castle/inflatables*
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<input type="radio"/> Facilities for dancing <input type="radio"/> Performance of a dance <input type="radio"/> Performance of a play <input type="radio"/> Showing of a film <input type="radio"/> Boxing or wrestling <input type="radio"/> Raffle/lottery <input type="radio"/> Charity collection <input type="radio"/> Late night refreshments <input type="radio"/> Animals (display & activities) <input type="checkbox"/> Food and non-alcoholic stalls <input type="checkbox"/> Market stalls/merchandising <input type="checkbox"/> Beer tent	<input type="checkbox"/> PA system <input type="checkbox"/> Marching bands <input type="checkbox"/> Re-enactment groups <input type="checkbox"/> Fireworks/laser & pyrotechnic displays* <input type="checkbox"/> Motor vehicles/displays <input type="checkbox"/> Aircraft/flying displays* <input type="checkbox"/> Animals* <input type="checkbox"/> Bonfire <input type="checkbox"/> Barbecue <input type="checkbox"/> Henna tattoos <input type="checkbox"/> Face painting <input type="checkbox"/> Sports event*
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\* Please provide further details:

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If your activity is not covered in the above list – please specify

**PLEASE NOTE:**

If your event has rides and attractions suppliers must provide you with copies of their:

- Public Liability Insurance
- ADIPS or PIPA certificates to prove that the rides are well maintained and fit for purpose

All activities must be supervised at all times and suitably marshalled and/or controlled to direct the public away from any hazards such as generators.

## CATERING

Not applicable at your event

If you are having catering units at your event, each caterer will need to provide the following:

- WBC’s Food Safety Questionnaire
- Public Liability Insurance
- Food hygiene certificate

## MUSIC

Not applicable at your event

If you are planning on having amplified music please contact the Council’s Environmental Health team for advice on measuring, monitoring and control noise levels at your event. Email: [envhealth@watford.gov.uk](mailto:envhealth@watford.gov.uk) or tel: 01923 278503

## CAR PARKING

Not applicable at your event

Car parking must be properly controlled with trained marshals, leaving clear emergency access. No public parking on grassed areas/open spaces will be allowed without the prior consent of the events team.

Please outline your parking arrangements for event staff, contractors and volunteers. (How many event vehicles will there be, where will they park and how do you intend to manage the parking of those vehicles?) Please also show car parking arrangements on your event site map.

Where will visitors to your event park their cars?

How will you direct visitors safely to your event from the car park (e.g. road crossing arrangements etc)?

## TRAFFIC MANAGEMENT AND ROAD SAFETY

Not applicable at your event

If you ticked any of the red circles you will need to contact Hertfordshire County Council, as the Highway Authority to obtain permission: [nm.southwest@hertfordshire.gov.uk](mailto:nm.southwest@hertfordshire.gov.uk)

You are advised to notify the Highway Authority at the earliest opportunity to ensure road space is available.

Will you need to apply for any of the following on the public highway?	<input type="radio"/> Road or footpath closure <input type="radio"/> Any signs, cones or traffic management <input type="checkbox"/> On street parking restrictions <input type="checkbox"/> Car park closure
If you have ticked any of the above, please provide an overview of the locations, dates and times	

## TEMPORARY STRUCTURES AND EVENT EQUIPMENT

Not applicable at your event

<input type="checkbox"/> Portable generator <input type="checkbox"/> Staging <input type="checkbox"/> Stage barriers <input type="checkbox"/> PA system/mixer tower <input type="checkbox"/> Lighting rig <input type="checkbox"/> Crowd control barriers	<input type="checkbox"/> Marquees/tents <input type="checkbox"/> Gazebo <input type="checkbox"/> Perimeter fencing <input type="checkbox"/> Temporary fencing <input type="checkbox"/> Event seating <input type="checkbox"/> Multiple use tables/seating
Details, including specifications and sizes of any structures or event equipment:	

## TOILETS

Not applicable at your event

Will you be providing portable toilets?	Yes / No
If yes please give details of how many and what type (eg cubicle, bank urinal etc)	
Will the toilets be cleaned during the event?	
Which contractor is providing these facilities?	
Delivery date and time:	
Cleaning/emptying date and time:	
Removal date and time:	

## LITTER AND WASTE

Not applicable at your event

You are responsible for keeping the site clean and tidy for the duration of your event and must make arrangements for the litter to be removed from site afterwards.

Please identify how you plan to keep the event and surrounding area free of litter and remove refuse from the site after the event

Refuse contractor	
Number of refuse bins	
Number of recycling bins	
Collection from site arrangements and times	

## ELECTRICITY, WATER AND GAS

Not applicable at your event

Do you intend to use any of the following	<input type="checkbox"/> On site electricity supply <input type="checkbox"/> Gas cylinders <input type="checkbox"/> On site water supply <input type="checkbox"/> Generators
Please provide details	

## FIRST AID

Not applicable at your event

Please provide an outline of the medical and first aid cover	
Name of first aider and qualifications	

## MARSHALS AND SECURITY

Not applicable at your event

Marshals must be fully trained and briefed on all aspects of the event including crowd control and emergency arrangements. Written instructions, site plans and checklists should be provided to them in a briefing pack.

Number of marshals at your event	
How will they be identifiable	
What roles will they provide at the event site	
What roles will they provide on the	

public highway?	
Number of security staff (SIA) at your event	
Who will be providing the security staff?	
Do you require overnight security	<input type="checkbox"/> Yes <input type="checkbox"/> No

## LOST AND FOUND CHILDREN

It is the responsibility of the Event Organiser to make arrangements for dealing with lost and found children. A clearly advertised collection point must be set up on site, out of public sight, and staffed by people who are DBS checked.

Please outline your arrangements for lost and found children at your event.

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## FEES AND INVOICING

There are charges for using any of Watford's parks, please tick which fee applies to your event:

- Commercial rate per day up to 1500 people = £2,020
- Commercial rate per day up to 1500 - 5000 people = £POA
- Commercial rate per day 5000 + = £POA
- Non commercial rate per day = £893
- Local charities and community groups = £96

Invoices will be sent out prior to your event taking place. If payment is not received you may not be able to proceed with your event. Please provide details of where the invoice should be sent.

Name	
Address	
Telephone number	
Email address	



**Thank you for completing this Event application form. Please provide as much of the below documentation with this application as possible.**

<b>Checklist</b>	<b>Attached</b>	<b>To follow</b>	<b>N/A</b>
Public liability insurance certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Risk assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event Management plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caterers documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rides & attractions documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have any queries at any stage please contact the Events Team on tel: 01923 278237 or email: [events@watford.gov.uk](mailto:events@watford.gov.uk)

### **Declaration**

If permission is granted for the event described in this application to proceed, I hereby agree to comply with the terms and conditions and the permission letter and with all reasonable instructions given by all authorised officers at Watford Borough Council and representatives of other statutory services.

By signing/emailing this form I confirm that I am aged 18 or over and I understand the terms and conditions and I also understand my obligations and responsibilities with regard to the content of this application.

I understand my failure to comply with any terms and conditions may result in the refusal of a booking or cancellation of the Event by Watford Borough Council. In addition, I agree to inform the Council of any proposed changes to the information contained within this application.

Print name

On behalf of

Signed

Date

### **Data Protection**

Any information you provide on this form will be held by the Council in accordance with the Data Protection Act 1998. If you have any questions relating to the use of your data, please contact the Events Team. The information you provide will be used for assessing your event application and may also be passed to members of the Watford & Three Rivers Safety Advisory Group for this purpose.