



APPLICATION FORM FOR OPEN SPACE EVENTS

ABOUT YOUR EVENT

Name of Event.....

Where do you want to hold this event?.....

When do you want to hold this event? (*Only include the operating dates and times of the event*).

Date event to be held: From.....to.....

Start time.....end time.....

ABOUT YOU

Name of Organisation.....

Name of Contact Person.....

Position Held in Organisation.....

Address.....

.....

..... Post Code.....

Daytime Tel.No..... Evening.....

Mobile Tel.No..... Fax No.....

Email Address.....

*Provide as much detail as possible, please ensure that all sections of the application form are completed and returned to us at the address below **at least two months prior to your event. Failure to do so may result in permission for your event not being granted or delayed.***

Please forward the completed, signed and dated Open Space Events Booking Form including the Risk Assessment Forms, together with your current Public Liability Insurance Policy to:

**Administration Section, Worthing Borough Council & Adur District Council
Parks & Foreshore Group**

Commerce Way, Lancing, West Sussex, BN15 8TA

Tel: (01273) 263045/263151 E-mail: parksandforeshore@adur-worthing.gov.uk

MORE ABOUT YOU

Are you a Registered Charity? Yes No

If yes, please give us your registration number.....

Are you?

Community Group Business Private Individual Not for Profit Organisation*

*Please give details.....

MORE ABOUT YOUR EVENT

Has this event been held before? Yes No

If yes, please give approximate year and month.....

Total number of expected visitors at the event.....

Description of Event:

	Yes	No		Yes	No
BBQ	<input type="checkbox"/>	<input type="checkbox"/>	Bouncy Castles	<input type="checkbox"/>	<input type="checkbox"/>
Car Boot Sales	<input type="checkbox"/>	<input type="checkbox"/>	Carnival	<input type="checkbox"/>	<input type="checkbox"/>
Car Show	<input type="checkbox"/>	<input type="checkbox"/>	DJ's + Music <small>(recorded Music)</small>	<input type="checkbox"/>	<input type="checkbox"/>
Fireworks	<input type="checkbox"/>	<input type="checkbox"/>	Live Music	<input type="checkbox"/>	<input type="checkbox"/>
Funfair or fair rides	<input type="checkbox"/>	<input type="checkbox"/>	Food Stands/Sales	<input type="checkbox"/>	<input type="checkbox"/>
Marquees	<input type="checkbox"/>	<input type="checkbox"/>	Market Stalls	<input type="checkbox"/>	<input type="checkbox"/>
Picnics	<input type="checkbox"/>	<input type="checkbox"/>	Organised Sports	<input type="checkbox"/>	<input type="checkbox"/>
Other*	<input type="checkbox"/>	<input type="checkbox"/>	Sponsored Walk	<input type="checkbox"/>	<input type="checkbox"/>

*If yes, please supply details.....

Do you need access to the site before and after the operating dates? Yes No

If yes, please complete:

Access to site **BEFORE** operating dates:

From.....to.....

Access to site **AFTER** operating dates:

From.....to.....

MORE ABOUT YOUR EVENT (Continued)

	Yes	No
Do you plan to charge an entrance fee?	<input type="checkbox"/>	<input type="checkbox"/>
Do you plan to have alcohol available for sale?	<input type="checkbox"/>	<input type="checkbox"/>
Will food be available for sale?	<input type="checkbox"/>	<input type="checkbox"/>
Will a charitable collection take place?	<input type="checkbox"/>	<input type="checkbox"/>
Will a sweepstake, raffle or lottery take place?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, will tickets be sold prior to event?	<input type="checkbox"/>	<input type="checkbox"/>
Will the event include any fun fair rides or inflatable units?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, please provide details on a separate sheet	<input type="checkbox"/>	<input type="checkbox"/>
Will the event include fireworks?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, please provide details on a separate sheet	<input type="checkbox"/>	<input type="checkbox"/>
Do you propose to use a generator at your event?	<input type="checkbox"/>	<input type="checkbox"/>
Will an amplified music or Public address system be used?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, please provide details of the following:		

(a) The type of entertainment e.g. *live concert, recorded music, roadshow, disco, etc.*

.....

(b) Operating time of the music e.g. *start time & ending time each day*

.....

(c) Where will speakers be placed and orientated? e.g. *Angled away from residential properties (include a site plan if this helps)*

.....

(d) How the music volume will be checked at the facades of noise sensitive premises e.g. *Nominated person will patrol perimeter of the site every hour*

.....

(e) How the volume will be controlled e.g. *Who has access to the mixing desk or management of performers?*

.....

(f) Any other measure you propose to mitigate the effects of noise e.g. *only allow certain types of music, avoiding music with excessive bass and offensive lyrics*

.....

(f) Please provide a name and telephone number of a contact available at the event who will respond to members of the public or Council representatives

.....

SERVICES & FACILITIES

Insurance

Do you hold Public Liability Insurance of £5 million? Yes No

If Yes, please enclose a copy of the policy with this form

If No, will you be using the Council's Insurance Scheme*? Please note that a quote will be provided once we receive your application Yes No

** Applies to events held on Worthing Borough Council's land only*

On Site Facilities

*Do you require electricity?

*Do you require mains water?

*Do you require cleansing services?

*Do you intend to provide additional toilet facilities at your event?

***It may not be possible to make the above services available at all sites.**

A charge is payable for services.

Please note a minimum of four weeks notice is required for these Site Facilities.

Public Toilet Facilities at Your Event

Although many of the Council sites have public toilets, it cannot guarantee that they will be available for your event or adequate for the numbers attending. If you answered no to the question above regarding the provision of additional toilets, the council may decide that additional toilet facilities may be necessary during your event. In addition to this or, an alternative to the above, increased cleansing of the existing facilities may be required for which you will be charged for specifically.

Litter Collection & Disposal at Your Event

Under the terms of the Environmental Protection Act 1990 and the Clean Neighbourhood & Environment Act 2005 it is the responsibility of event organisers to collect and dispose of all event litter and refuse in an appropriate manner. It should be noted that litter generated by a larger event is not household litter and must therefore be disposed of by a licensed waste carrier (the Council will make this distinction based on the application form received). This means litter generated by an event cannot usually be taken home or to the local amenity tip for disposal. Please note that all references to litter are also references to litter and refuse.

For smaller events (the Council will make this distinction based on the application form received), litter generated can be disposed of in adjacent litter bins, subject to their availability and capacity. However, the event organiser will be expected to remove from site, and dispose of appropriately, any litter or waste arising from their event which will not fit into the on-site litter bins. Therefore, no waste must be left on site after the event in bags, boxes or black refuse sacks etc.

Worthing & Adur Services (01273) 263059 or Continental Landscapes Ltd (applies to events held on Worthing Borough Council land only) (01903) 227070 are two licensed waste carriers who can be contacted to arrange litter collection and legal disposal after your event. They will charge you for their services and you will have to enter into an agreement with them direct for their services.

If you wish to make your own arrangements for litter and refuse collection including legal disposal, please provide full details of the person/company below.

Full Name:

Company:

Carrier's License Number:

Address:

Telephone Number:

Data Protection Act 1998 Declaration

The data on this form is collected and held in a database on a computer and paper records for administration purposes.

Publicity for Your Event

The Council seeks to publicise open space events on its website: www.visitworthing.co.uk or www.adur.gov.uk to attract visitors and to inform residents of events and activities that take place in and around Adur and Worthing throughout the year.

In order to help us, please supply contact details that the public can use to contact you regarding your event:

Name.....

Address.....

..... Post Code.....

Tel/Fax/Email Address.....

Please note that by leaving this section blank your event **will not** be advertised on the Council's website.

I apply as the duly authorised Officer of the Hirer for permission to hold, on the Council's land, the Event described in my application. If my application is accepted, I agree to pay any fees charged by the Council under the Conditions of Hire, to observe the Conditions of Hire and any other requirements which are notified to me by the Council prior to the commencement of the event. In addition, I agree to inform the Council of any changes to the application form.

Signed Position:
By the duly Authorised Officer

Date

Check List and Additional Information

- Have you informed the emergency services (Police, Fire Service) of your event proposal?
- Before signing this form, please ensure that you have:
 - A Copy of your Public Liability Insurance cover for a minimum of £5 million
 - A Signed and dated copy of your risk assessment documents

(The Council will be happy to supply on request generic risk assessments for each of the types of activities in the section "More About Your Event")

- Have you considered the need for First Aid provision for your event?
- The Council will **never** give permission for animals to be used as prizes at events, this includes goldfish etc.
- Please ensure that you do not make arrangements for your event that you cannot undo before getting authorisation for it from either Adur District Council or Worthing Borough Council (as appropriate).
- Please note that certain events may require a damage deposit which is returnable after the event only if no significant damage has occurred as a direct consequence of your event
- The Council will be happy to provide free advertising of your event on it's events section of the website, but only if you complete the section under publicity with contact details that we can use.
- Event organisers may be asked to provide adequate stewarding and or traffic management for larger scale events
- Event Organisers may be required to employ litter pickers during larger scale events

Serving of Alcohol

Please note that the Sale or provision of alcohol in Worthing will require the serving of a Temporary Events Notice on the Council. Further information on this can be obtained from the Worthing Borough Council Licensing Officer on (01273) 263191 or for Adur events the Adur District Council Licensing Officer on (01273) 263193.

An Application is not confirmation of a booking. The Council reserves the right to refuse or cancel any booking without question and will not be subject to any losses that occur from cancellation

For Technical Services Use Only:

Received by TSG	
Order Issued	No TSG /
Rechargeable Yes/No	Job Number
Contractor	Estimated Cost