

# Stratford Park Event Notification Form

## EVENT NOTIFICATION FORM – Initial Outline

This form acts as the initial brief to highlight the nature and size of your event. It will enable Stroud District Council officers to provide advice and guidance on specific aspects of your event i.e. licensing requirements, helping to inform safe planning and delivery of your event; minimising the risk to public safety. Please refer to the contact officer in Section 8 of this form for assistance.

### 1. EVENT DETAILS

Please complete each section and provide as much detail as possible in relation to the type and nature of your event. (Please delete the Y/N as appropriate)

<b>Name of Event</b>	
<b>Type of Event</b>	
<b>Date of Event</b>	
<b>Nature of Event</b> (Delete as appropriate)	<b>Y / N</b> Charitable event <b>Y / N</b> Voluntary / Community Event <b>Y / N</b> Commercial event
<b>Description of Event Activity</b> (Please provide an overview of what will be happening)	
<b>Anticipated numbers (Participants and spectators)</b>	Participants - Spectators -
<b>Event Start/Finish times (Including set up and clear up times)</b>	Set up start time - Start of event - Finish of event - Site cleared by -
<b>Is there a charge to the public to take part in the event</b> (If yes, please provide details)	
<b>Has the event been held before?</b> (If yes, please provide details)	

Event Ref to be added

# Stratford Park Event Notification Form

<p><b>If your event has been held at Stratford Park before, do you plan to operate as per previous events or will there be any significant changes?</b></p>	
---	--

**2. EVENT ORGANISERS DETAILS**

Please complete each section.

<b>Name of Event Organiser/Manager</b>		
<b>Name of Organisation</b>		
<b>Address</b>		
<b>Email</b>		
<b>Tel No</b>		
<b>Fax No</b>		
<b>Has your organisation and/or the event manager ever been convicted or found negligent in the planning or staging of an event.</b>		

**3. EVENT LOCATION**

Please complete the location details of your event. If your event is in more than one location or on a public highway please specify the details. If possible please include a site map.

<b>Main Location of Event</b>	

# Stratford Park Event Notification Form



Event Ref to be added

## Stratford Park Event Notification Form

### 4. LICENSING DETAILS

Please complete each section. The information contained within this section will help determine if a license is required.

Contact the Licensing Officer at Stroud District Council for guidance

<p><b>Will there be alcohol at the event</b> (Delete as appropriate)</p>	<p>Y / N There will be no alcohol at the event  Y / N We are selling alcohol  Y / N We are serving alcohol (No sale)  Y / N Public can bring their own</p>
<p><b>Will there be regulated entertainment</b> (Delete as appropriate)</p>	<p>Y / N Live music  Y / N Performance of a Play(s)  Y / N An exhibition of a Film(s)  Y / N Playing of recorded music  Y / N Performance of dance  Y / N Provision for making music  Y / N Provision of facilities for dance  Y / N Boxing or wrestling entertainment</p>
<p><b>If you require a license for your event have you spoken with the licensing authority?</b> (Delete as appropriate)</p>	<p>Y / N No license required  Y / N The venue already licensed  Y / N We are unsure if a license is required  Y / N We are in contact with the licensing authority  Y / N We have submitted an application for a TEN  Y / N A TEN has been approved</p>

### 5. EVENT HEALTH AND SAFETY DETAILS

Please complete each section.

Contact the Environmental Health Service at Stroud District Council for guidance

<p><b>Will food be served at your event?</b> (Delete as appropriate)</p>	<p>Y / N Food will not be provided  Y / N Food will be provided by professional caterers  Y / N Food will be provided by local restaurants  Y / N Participants will bring their own (for individual consumption only)</p>
<p><b>Will the event create any noise</b> (Delete as appropriate)</p>	<p>Y / N Music will be played  Y / N Fireworks  Y / N Noise from the audience/spectators</p>

## Stratford Park Event Notification Form

<p><b>Does your event have Public Liability Insurance? (Please state the level of cover i.e. £10m)</b></p>	
<p><b>Will there be any electricity, gases be used at the event?</b></p> <p><b>Please provide details of what and how it will be used.</b></p>	
<p><b>Is your event to be held exclusively within Stratford Park</b></p> <p><b>If yes – please give details</b></p>	
<p><b>Will there be any unusual and / or high risk activities taking place at the event. (Including set up and clear up)</b></p>	
<p><b>Will the event have any temporary structures being erected</b> (Delete as appropriate)</p>	<p>Y / N    No structures</p> <p>Y / N    Marquees</p> <p>Y / N    Scaffolding</p> <p>Y / N    Fencing</p> <p>Y / N    Stage</p> <p>Y / N    Bouncy Castles / Inflatables</p>

### 6. SUPPORTING INFORMATION

Stroud District Council recommends that as a minimum the following documents should be in place for your event.

- Y / N    Public Liability Insurance
- Y / N    Employee Liability Insurance
- Y / N    Event Management Plan
- Y / N    Event Risk Assessments
- Y / N    Event Site Plan

Please note that Stroud District Council may request that one or all of the above documents are made accessible to Stroud District Council officers for the purpose of checking measures for public safety.

## 7. DECLARATION

I confirm that the information contained within this document is accurate and correct to the best of my knowledge.

I understand that the Stroud District Council cannot accept any responsibility for any aspect of my / our event.

I understand that the responsibility for safety at my / our event remains solely with the event organiser

**Print name:**

**Role within the Event:**

**Signed:**

**Date:**

## 8. INFORMATION / SUBMISSION DETAILS

Stroud District Council  
Ebley Mill  
Westward Road  
Stroud  
Glos GL5 4UB

Alternatively forms can be sent via e-mail to:

[rozelle.jachowicz@stroud.gov.uk](mailto:rozelle.jachowicz@stroud.gov.uk)

For more information please call 01453 754405 or use the above e-mail address.