

Stratford Park Event Application

This form acts as the initial brief to highlight the nature and size of your event, it will enable the Stroud District Council Events Team 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.

Stroud District Council requires at least 3 months notice for an event.

1. Event Details

Please complete each section and provide as much detail as possible in relation to the type and nature of your event.

Name of event	
Type of event	
Date of event	
Nature of event	Charitable Voluntary Community Commercial
Description of event activity	
Anticipated numbers	Participants Spectators
Event start/finish times	Set up time Start of event Finish of event Site cleared by
Is there a charge to the public to take part in the event (if yes please provide details)	
Has the event been held before (if yes please provide details)	

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?	
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2. Event organisers details

Please complete each section

Name of event Organiser/manager	
Name of organisation	
Address	
Email	
Tel number	
Has your organisation and / or the event manager ever been convicted or found negligent in the planning or staging of an event?	

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. Please include a site map.

Main location of event	
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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.

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

5. Event health and safety details

Please complete each section.

Contact the Environmental Health Service at Stroud District Council for guidance.

Will food be served at your event? (mark as appropriate)		Yes	No
Will the event create any noise? (mark as appropriate)	Food will be provided Food will be provided by professional caterers Food will be provided by the local restaurants Participants will bring their own (for individual consumption only) Music Fireworks Noise from spectators		
Does your event have Public Liability insurance? (please state the level of cover i.e. £10m)			
Will there be any electricity/gases used at the event? (please provide details of what and how it will be used)			
Is your event to be held			

exclusively within Stratford Park (if yes please give details)			
Will there be any unusual/ high risk activities taking place at the event? (including set up / clear up)			
Will the event have any temporary structures being erected? (mark as appropriate)	Marquees Scaffolding Fencing Stage Bouncy castles / inflatables	Yes	No

6. Supporting information

Stroud District Council requires all the following documentation to assess your application in full –

Public liability insurance Employee liability insurance Event management plan Event risk assessments Event site plan Safeguarding Statement Music Licence if playing music	Yes	No

7. Declaration

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

I understand that 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.

I understand the Council always reserves the right to charge for reinstatement of the land should the activity result in incurring any additional costs.

PRINT NAME:

ROLE WITHIN THE EVENT:

SIGNED:

DATE:

8. Information / submission details

Please send applications to stratfordpark@stroud.gov.uk or Stroud District Council, Ebley Mill, Ebley Wharf, Westward Road, Stroud, Glos, GL5 4UB