

Cheswick Green Parish Council Event Application form

Application form to hold an event on Cheswick Green Parish Council playing fields/
recreation ground adjacent to the Village Hall.

The information you provide regarding the event will be used only for the purposes for which it has been given and will not be used for additional purposes without your consent. It will be shared with officers of Solihull Metropolitan Borough Council and responsible authorities such as the police and fire department.

Please complete the following:-

Name of event

Date of event

Organisations name

Name of organiser

Address of organiser & postcode

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E-mail address

Website

Contact telephone No.

What time will the event commence

What time will the event finish

Detailed content of event (please provide as much detail as possible and use a separate sheet of paper if necessary)

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Number of Stewards

Fun Fair rides (you must apply for ADIPS Safety Certificate & PLI for each ride)

- Who will provide the following: First Aid
Music/PA
Catering facilities
Security
Alcohol license

How many people do you anticipate will attend the event (last year's attendance will act as a guideline)

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Please provide a site plan of the event showing where Stewards will be deployed to deter unwanted attendees and submit this with this application form.

A Risk Assessment (to include but not limited to the following)

Date of Assessment

Name and position of Assessor

Vehicles on site

Security on site

Slips trips & falls due to uneven ground

Slips trips & falls due to cables

Gazebos moving/falling

Working at height

Bouncy castles

Fair rides

Ice cream vans

Electricity

Gas bottle storage burns/scalding from hot cooking areas

Public disorder (including measures taken to ensure well being & safety of neighbours)

Sharp objects & litter left in the playing field & nearby areas

Public Liability Insurance of the Organiser & Operators