

Cheswick Green Parish Council

Cheswick Green Village Hall, Cheswick Way, Cheswick Green, Solihull B90 4JA
Clerk to the Council: Mrs Marie Zizzi, clerk@cheswickgreen-pc.gov.uk Tel: 01564 70 0168

Cheswick Green Parish Council Event Application form

Application form to hold an event on Cheswick Green Parish Councils 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 information and submit it to Cheswick Green Parish Council (depending on the extent and nature of the event) a minimum of 3 month prior to the event. Either by email to clerk@cheswickgreen-pc.gov.uk or via the post box located at Cheswick Green Village Hall.

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

Continued.....

- Who is in overall charge of the event? *(This is usually somebody who has no other job on the day)*
- What is the lost child / vulnerable person policy?
- In the event of an emergency how do you propose to evacuate the site?
- How are numbers in and out being controlled?
- How is the electricity being routed to the band / inflatables?
- What is the plan in the event of severe weather, either before or during the event?
- Have you got third party liability insurance. *
- Have the caterers got food hygiene certificates? If cooking hot food will you have fire extinguishers?
- If a Temporary Events Notice (TEN) form is required from Solihull MBC please submit a copy with this form. The Parish Council may request that certain conditions are applied to it.
- How are you disposing of the waste?
- Will there be a formal handover of the park back to the Parish Council so that it is ensured nothing is damaged etc?
- Are you allowing people to bring their own alcohol to the event? Please note for any event involving alcohol you will need a TEN form
- Can people bring chairs etc?

PLEASE NOTED YOU WILL NEED PERMISSION FROM THE VILLAGE HALL MANAGEMENT COMMITTEE TO REMOVE ANYTHING FROM THE VILLAGE HALL.

- Have you got copies of liability from fairground ride / inflatables owners. *
Fun Fair rides (you must apply for an 'Amusement Device Inspection Procedures Scheme' **ADIPS** Safety Certificate & 'Public Liability Cover' **PLI** for each ride) *

Who will provide the following:

First Aid.....
 Music/PA
 Catering facilities
 Security/Marshalls.....
 Alcohol license

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

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Please provide a site plan of the event showing where Security/Marshalls 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

*** Please issue a copy to the Parish Council with this form**