

Appendix D
EVENTS in HARROW
APPLICATION FORM and TERMS and CONDITIONS
For MEDIUM, LARGE or SPECIAL EVENTS

Please note:

- You may be required to pay a **£20.00 refundable deposit** for a set of parks keys if your event requires them.
- **Please ensure that you read the Events in Harrow Policy before completing this form.**

Other Important Information:

- This application must be made 8 weeks in advance of the date of hire for medium size events or 16 weeks for large size and special events or if a Premises Licence is required.
- Applicants must be over 18 years of age.
- You must complete this form as fully as you can; the more information provided, the easier it is to assess your application.
- **Important:** All fields marked with an '*' must be completed. Without this information, your application cannot be processed.

PROPOSED NAME OF EVENT

SECTION 1: Applicant Details*

Name:

Organisation:

Position Held:

Address:

Phone (Home):

Phone (Mobile):

Phone (Work):

Fax:
Registered VAT Number

Registered Charity Number

Email Address:

Second Contact*

Name:

Organisation:

Position held:

Address:

Phone (Home):

Phone (Mobile):

Phone (Work):

Fax:

Registered VAT Number

Registered Charity Number

Email Address:

If you wish to nominate a third contact, please attach a sheet.

SECTION 2: Key Information about the Hire

What type of event or activity do you want to hold?*

Which site do you want to hire?*

Which hire dates do you require?

Set up Date and Time*

Event Start Date and Time*

Event Close Date and Time*

Vacate Site Date and Time*

How many people do you expect to attend (including maximum attendance at any one time)?*

What are the objectives and purpose of the proposed event/activity?*

Age profile of people expected to attend proposed event*

Do you want the council to provide a quote for equipment hire? Yes/No

If yes, what equipment do you need?

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IMPORTANT INFORMATION	YES/NO	PLEASE PROVIDE DETAILS
Has this event taken place within the Borough previously?		
Do you plan to restrict access or charge entry to this event?		(Please detail cost and whether the event is ticketed or not)
Is the event to raise money for a charity?		(Please name the charity and provide its registration number)

Please mark the boxes below to indicate if the following events will be taking place:

YES	Following activities will be taking place at the event.
NO	Following activities will not be taking place at the event.

REFERENCE	DESCRIPTION	YES/NO
A	Will there be any plays/theatre taking place at the event? Please Note: This is only permitted between 10:00-23:00 each weekday and Saturday and 14:00-23:00 on Sunday If yes, Please give details:	
B	Will you be showing any films/cinema at the event? If yes, Please give details:	
C	Will you be holding any indoor sporting activities at the event? If yes, Please give details:	
D	Will there be any boxing or wrestling at the event? If yes, Please give details:	
E	Will there be any form of live music at the event? If yes, Please give details:	
F	Will there be any form of recorded music at the event? If yes, Please give details:	
G	Will there any dance performance at the event? If yes, Please give details:	
H	Will there be any activities similar to E, F, or G above? If yes, Please give details:	
I	Will there be facilities for making music? If yes, Please give details:	
J	Will there be facilities for dancing? If yes, Please give details:	
K	Will there be any activities similar to I or J above? If yes, Please give details:	
L	Will there be any late night refreshments (between 23:00 and 05:00)? If yes, Please give details:	
M	Will there be supply of alcohol?	

	Please note: this is only permitted between 10:00-23:00 and 12:30-23:00 on Sunday If yes, Please give details:	
N	Will there be any entertainment of an adult nature? E.g. Activities involving nudism or obscene language If yes, Please give details:	
O	Will the event be open outside the hours of 10:00 and 23:00? If yes, Please give details:	
P	Will the area remain open to the members of the general public? If yes, Please give details:	

SECTION 3: Site and Safety

Please indicate in the boxes below, if you plan to carry out any of the following activities and provide as much information as possible in the 'details' section.

DO YOU PLAN TO:	YES/NO	PLEASE PROVIDE DETAILS
Erect tents and/or marquees		
Use heavy equipment		
Bring vehicles onto site		(Give number and type, or specify if heavy machinery)
Installation of power (electricity)		
Letting off fireworks/fireworks display		
Have novelty rides		(If you are having a funfair at your event, it is your responsibility to administer this and take a deposit from the funfair operator)
Erect side shows and/or stalls		
Provide car parking		(State if free or charging)

SECTION 4: Environmental Health

Please indicate in the boxes below, if you plan to carry out any of the following activities and provide as much information as possible in the 'details' section.

DO YOU PLAN TO:	YES/NO	PLEASE PROVIDE DETAILS
Provide toilet facilities		
Have live music and/or dancing		
Use amplification equipment		
Have a licensed bar		
Sell food/let a food concession		
Give away food as prizes		
Cook food on site		
Order standpipe for water		(Note: There is an additional charge for this)

SECTION 5: Waste Management

Summary of proposals for waste management including control of litter for duration of event.

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SECTION 6: Other

Please indicate in the boxes below, if you plan to carry out any of the following activities and provide as much information as possible in the ‘details’ section.

DO YOU PLAN TO:	YES/NO	PLEASE PROVIDE DETAILS
Provide your own security		(Please confirm numbers/qualifications and locations)
Hold arena displays		
Advertise your event		
Sell any items		
Use amplification equipment		
Use animals for rides		
Hold an animal show		
Use animals for displays		
Hold sporting activities		
Use the council’s sport pitches		
Have pitches marked out		

SECTION 7: To support your application

For your application to have a better chance of success, you should also send your “Event Management Plan” covering the following areas. If these areas do not apply to your proposed event, this must be stated in the event management plan.

Please mark the box on the right if you have included these items.

ADDITIONAL INFORMATION DOCUMENTS	INCLUDED
Details of how your proposed event will be funded (to show expenditure and income)	
A site map showing the proposed event layout	
Details of your proposed suppliers and caterers (including cleaners and cleaning schedule)	
A copy of your security plan –see terms and conditions for details	
The proposed programme for the event (and programmes from previous events if applicable)	
Safety plan to include emergency procedures and named responsible person(s)	
A risk assessment (and method statements where applicable)	
A copy of your Temporary Event License (if required)	
Copies of insurance documents –see terms and conditions for details	
Two references	

Harrow Council must receive these documents at least 28 days prior to the event date.

SECTION 8:

Summary of public events previously organised and managed:

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SECTION 9:

Provide details in respect of all occasions where the police or a local authority has objected or refused to grant permission/license for an event to be managed by an applicant:

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SECTION 10: References

Please enter the details of two referees who can confirm your event management experience. One must be a referee for the site manager on the day(s) of the event. The referees must be independent of your organisation.

Referee 1:

Name:	
Organisation:	
Position held:	
Address:	
Phone (Home):	
Phone (Mobile):	
Phone (Work):	
Fax:	
Email Address:	

Supporting Statement:

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Referee 2:

Name:	
Organisation:	
Position held:	
Address:	
Phone (Home):	
Phone (Mobile):	
Phone (Work):	
Fax:	
Email Address:	

Supporting Statement:

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SECTION 11: Signature of agreement*

I/We have read the council's Terms and Conditions for the hire of council owned and managed land, and agree to comply with and be bound by them if this application is approved.

Applicant's Signature:

Date:

For and on behalf of (organisation)

Please return this form and supporting documentation to:

Community Directorate
Community Engagement Team
Harrow Council
Room 404
4th Floor
East Wing
P.O. Box 39
Civic Centre, Station Road,
Harrow
HA1 2XA

Or email to: events@harrow.gov.uk marking your email '**EVENTS APPLICATION**'

EVENTS in HARROW

HIRE OF PARKS AND OPEN SPACES **TERMS AND CONDITIONS**

This is a legal document. By completing the ‘**application form**’ you agree to keep to these terms and conditions. Failure to comply may result in your deposit being held where applicable or other action being taken. Action could be taken against you if you break these conditions and you will lose any deposit paid where applicable and/or be required to pay a fine. Future applications may also be refused.

All event organisers are advised to follow the guidance in all relevant sections of the ‘The Event Safety Guide’ published by the Health and Safety Executive, which can be bought from HSE Books, telephone 0845 345 0055 or www.hsebooks.co.uk.

Insurance:

1. You must have public liability insurance for your event, evidence of which must be supplied to the Council. The terms of this insurance should completely indemnify the Council against any claims, demands, losses or liability that may result from the Hirer’s use of this site (except where personal injury or death is caused by the Council’s negligence).
2. A minimum cover of £5m public liability insurance must be in place. You will need to send a copy of the certificate or cover note to the Council no later than 40 days before the event; **it is your responsibility to do this**. If you do not obtain suitable insurance and send a copy to the Council by this date, the event will be cancelled. You will be advised if you are required to obtain higher levels or additional insurances.

Site, safety and security:

3. You will be responsible for ensuring that your event proceeds smoothly and safely, and does not reasonably interfere with other users of the site, neighbours or local traffic.
4. You must layout the site to allow for easy access and evacuation in the event of an emergency. You should prepare a safety plan to explain how you would deal with an emergency, naming the responsible person who would call the emergency services.
5. The hirer must present the Council, no later than 40 days prior to the event, with a full risk assessment, site layout and safety plan (to include evacuation procedures). You must designate one person who is responsible for site management and will hold all the relevant safety documents.
6. The hirer must present the Council, no later than 40 days prior to the event, with a full security plan to include details of security/stewarding personnel to be used and the key locations marked on a plan. Please confirm if you are using a SIA registered security firm and confirm positions of door supervisor licence holders where required.
7. You must fence off any machinery including electrical equipment and especially generators, locating them at a safe distance from any tents, sideshows, other vehicles, etc. You need to ensure there is no risk of electric shock or fire. A competent person must oversee machinery, generators and electrical installations. The appropriate earthing and residual current devices must protect electrical circuits. Cable must not be run along the ground in areas of public access.
8. A qualified contractor must carry out all electrical work and any equipment that may present a danger to the public should be fenced off (or otherwise contained) and should display suitable warning signs.
9. All cables must be flown at a minimum of 3.5 metres high from the ground in pedestrian areas and 5.3 metres in areas where there is vehicle access.

10. You must not let off fireworks except where the Council has given permission for an organised display.
11. You must not light fire or barbecues on the site, unless previously agreed with the Council.
12. You must not damage the ground, fences, trees, shrubs, flowerbeds or buildings on the site. Nothing heavy should be parked or placed on any tree roots. If damage occurs you will have to pay the full cost of repairs to the Council.
13. You cannot bring vehicles onto the site, unless authorised by the Council. If authority has been given you must only bring on the number and type of vehicles that has been agreed. If the ground is wet permission may be withdrawn. On some sites you may be issued with keys for access. If so, you become responsible for locking the vehicle gates and agree to indemnify the Council against losses, liabilities or damage that the site or Council incur as a result of any vehicle gates being left unlocked
14. You cannot make any charge for entry to the site or car parking unless authorised by the Council.
15. The hirer must provide adequate facilities for refuse disposal. You must leave the site clean and tidy at the end of your event, and clear all litter away from the site. If you do not, the Council will charge you for the cost of this work.
16. Those wishing to advertise more widely and for longer will need permission. This requires 14 days notice and a list of locations where the advertisements will be placed prior to any advertisements being displayed. All advertisements must be removed within 24 hours of the end of the event. This is the responsibility of the event organiser. If the council incurs expense removing advertising this will be deducted from the deposit you paid where applicable. The council does not allow any unauthorised advertising of events on highway structures – lamp columns, street furniture, traffic signals, safety railings, street trees etc. A maximum fine of £1000 per contravention is applicable if the Council formally enforced this restriction under the Highway Act 1980.
17. You cannot bring a funfair or funfair rides onto the site without the Council's permission.
18. Unless otherwise authorised by the Council, you must keep to the site bylaws.
19. If any equipment or infrastructure or item is left on site overnight or otherwise unattended, this will be entirely at the hirer's risk and the Council will not be responsible for any loss or damage that may occur. The hirer is responsible for adequately securing the site to their satisfaction.

Licensing and environmental health:

20. A licence is necessary for some forms of public entertainment and this will be assessed on receipt of your application. You must not sell alcoholic drinks or carry out any other licensable activities unless authorised by the Council.
21. If a Temporary Event Notice (TEN) is required you will be asked to apply directly to the Licensing Authorities and you must supply a copy of the TEN to the Council, prior to the event. In the case of your event requiring either a TEN or premises licence, the conditions of the licence must be adhered to at all times. A period of consultation may also be needed and so park hire applications must be received ten weeks prior to the event date to allow sufficient time for processing.
22. If the event involves public performances and/or broadcast of musical works, the event organiser will be responsible for applying for a Performing Right Society (PRS) licence and adhering to the terms and conditions set out by the PRS (see www.prs.co.uk or call 0845 300 6033 for further details).
23. The LAeq noise level from amplified and non-amplified music and speech must not exceed the LA90 background level at any agreed perimeter of the site by more than 10dB. If requested by any of the relevant responsible authorities (or a member of staff from the council) you must switch off or turn down the noise level immediately and/or take any other noise control measures as necessary.

24. You must supply the Council, not less than 40 days before the event, with the details of any caterers that will be present.
25. Strict compliance with the Food and Safety (General Food Hygiene) Regulations 1995 and the Food Safety (Temperature Control) Regulations 1995 is required from the hirer and any caterers, staff, agents or other persons on site. Commercial providers of food will only be considered where the food hygiene rating is 3 or above.
26. You must not bring animals onto the site for purposes of entertainment, or give them away as prizes, unless you have the Council's prior permission. If given, such permission will only be for animals that are domesticated or working animals in their country of origin. Permission will not be given for wild animals or captive birds of prey.
27. You must follow the procedures and rules for a dog show, if applicable.
28. A qualified first aider must be on site at all times activities are in progress. The **Community Engagement team** will be able to advise you on the number and level of qualifications required for your event.

Bookings and payment:

29. All bookings must be made using the application form.
30. Once your application has been agreed, you will be sent a contract and an invoice.
31. Payment must be cleared before the date of hire otherwise the event may be cancelled.
32. If the hirer cancels the booking less than a month before the date of hire 100% of the hire charges will be retained. Cancellation anytime between booking and a month prior to the event will be subject to a 50% cancellation fee.
33. If payment has not been received and cleared by the hire date the park will not be made available to hire.

General:

34. You must not use any designated sports pitches unless these have been hired through the council.
35. You must comply with all instructions given by the Council's representatives and special conditions shown on the confirmation letter.
36. Hirers must be 18 years of age or over.
37. Upon issue of the invoice and thereafter until the conclusion of the hire and ongoing obligations related to the hire, the hirer (and any staff or agents) shall be bound to comply with these terms and conditions of hire.
38. If you break any of these conditions your hire will be cancelled and will be subject to the charges set out in clause 33 above.
39. Consideration should be given to the provision of welfare facilities and this is the responsibility of the organiser. Where toilets are needed, arrangements must be agreed with the council in advance. Temporary toilets must meet all health and safety requirements and must not obstruct the highway. Any associated costs arising from the provision or cleaning of welfare facilities will rest with the event organiser.
40. It is the event's organiser responsibility to ensure that all traffic management measures are in place and agreed with Highways Management. Consideration must also be given to the impact on public transport services and where necessary full consultation must take place with key stakeholders, such as London buses, Transport for London, London Underground and Taxi firms. This is the responsibility of the event's organiser and the council will request evidence that this has taken place before an event is approved. Permission to charge for parking on council land must be agreed with the council in advance. Failure to do so will incur a fine, the level of which will be determined by the Director or nominated deputy. Access for emergency vehicles must be maintained with minimal impact on response times.
41. You must ensure that a valid trade waste agreement is in place and that all waste is removed from the site after the event.