# Westmorland and Furness Council Event Application Form

Please complete the form and include any supporting documents.

| Name of event: |  |
| --- | --- |
| Event location: |  |
| Area of site required: |  |
| Event Date(s):Include all dates you need access to the site |  |
| Event Times:Include your arrival and departure times on site |  |

## Section One – Event Organiser

| Name of Organisation: |  |
| --- | --- |
| Event Organiser/s: |  |
| Contact Address: |  |
| Postcode: |  |
| Tel No.: |  |
| Mobile No.: |  |
| E-mail address: |  |

## Section Two - Event Description

**What type of event? (Please tick one box)**

| **Event Type** | **Tick one** |
| --- | --- |
| Not-for-Profit | **[ ]**  |
| Community | **[ ]**  |
| Commercial | **[ ]**  |
| Charity | **[ ]**  |
| If charity event please include Charity Reg. No.: |  |

**Approximate total number of people expected to attend throughout the event? (Please tick one box)**

| **Numbers** | **Tick one** |
| --- | --- |
| 1 – 49 | **[ ]**  |
| 51 – 499 | **[ ]**  |
| 500 – 4,999 | **[ ]**  |
| 5,000 – 14,999 | **[ ]**  |
| 15,000+ | **[ ]**  |

**Approximate total number of people expected to attend at any one time? (Please tick one box)**

| **Numbers** | **Tick one** |
| --- | --- |
| 1 – 49 | **[ ]**  |
| 51 – 499 | **[ ]**  |
| 500 – 4,999 | **[ ]**  |
| 5,000 – 14,999 | **[ ]**  |
| 15,000+ | **[ ]**  |

| **Will money be collected?** | Yes [ ]  | No [ ]  |
| --- | --- | --- |

If yes, you may need to apply to the council’s Licensing team to obtain a Street Collection Licence. For further details please visit: <https://www.westmorlandandfurness.gov.uk/business-and-licensing/licensing/street-collections-licensing>

**Do you intend to utilise or permit any of the following features at the event?**

| **Features** | **Tick** | **Features** | **Tick** |
| --- | --- | --- | --- |
| Stewarding/Security | **[ ]**  | Bonfire/Barbecue | **[ ]**  |
| Barrier/Fencing | **[ ]**  | Fireworks/Pyrotechnics | **[ ]**  |
| Amplified Music | **[ ]**  | Carnival/Procession | **[ ]**  |
| P.A. System | **[ ]**  | Fairground/Play/Sports Equipment | **[ ]**  |
| Generator | **[ ]**  | Marquees | **[ ]**  |
| Power Supply | **[ ]**  | Food/Drink provision (for sale or free) | **[ ]**  |
| Portable Toilets | **[ ]**  | Alcohol (for sale or free) | **[ ]**  |
| Bouncy Castle/Inflatables | **[ ]**  | Vehicles (on site) | **[ ]**  |

Please note that we cannot permit a mass release of balloons or the use of Chinese lanterns or similar types of lanterns at any event. We do not permit the exhibition, for entertainment, of any live animal or the giving of live animals (including fish) as prizes on Westmorland and Furness Council land.

**If you have ticked any of the above, please provide further details below:**

|  |
| --- |

**Please provide a description of your event below.**

|  |
| --- |

**You must have public liability cover, with at least £5 million of indemnity.**

**Please include a copy of your Public Liability Insurance with this form if you have it.**

| Please state Policy No. and level of indemnity |  |
| --- | --- |
| Expiry Date |  |

**A risk assessment is required for any event held on Westmorland and Furness land. It must cover any and all risks associated with the event, the hazards those risks pose and how they will be mitigated.**

| **Do you have a risk assessment in place?** | Yes [ ]  | No [ ]  |
| --- | --- | --- |

If yes please submit a copy with this form.

I apply for hire of the above mentioned facility and I accept that until confirmed by the Council, the booking is provisional only. I hereby indemnify Westmorland and Furness Council against any claim for loss or damage to persons, personal belongings and the site during the period of hire, however caused, except directly arising out of the negligence of the servants and/or employees of Westmorland and Furness Council. I am over 18 years of age.

| Signed: |  |
| --- | --- |
| Print Name: |  |
| Date: |  |

Once complete email to:

Furness Area: events1@westmorlandandfurness.gov.uk

Eden and South Lakes Areas: events3@westmorlandandfurness.gov.uk