**APPLICATION TO HOLD AN EVENT ON COUNCIL LAND OR THE HIGHWAY**

**Please refer to Conditions for Use of Parks, Open Spaces, Highways, Car Parks and Rotherham Town Centre**

|  |  |
| --- | --- |
| **Scale of Event** | **Application to be received** |
| Major Scale (more than 10,000 attendees) | At least 12 weeks before event date |
| Large Scale (5,000 to 9,999 attendees) | At least 12 weeks before event date |
| Medium Scale (500 to 4,999 attendees) | At least 6 weeks before event date |
| Small Scale (under 500 attendees) | At least 6 weeks before event date |

**Should applications not be received within these lead times, there is no guarantee that the application can be assessed in time for the event.**

N.B. Where an event is considered to have potential for significant impact on an area, site or residents, it may be considered a large event regardless of estimated audience size.

|  |  |
| --- | --- |
| Name & Address of Organiser:Postcode: |  |
| Tel. No. Home: |  |
| Tel. No. Work: |  |
| Tel. No. Mobile: |  |
| E-mail Address: |  |
| Contact No. for public enquiries: |  |
| Name of Event: |  |
| Event Location:(If event in town centre please indicate preferred pitch number(s) – see pitch location map in Section 4 of accompanying notes) |  |
| Has permission to use the event venue been granted? | If yes, please give details of who permission has been granted by: |
| Event Date: |  |
| Brief Outline of Event: |  |
| Event Start Time: |  |
| Event Close Time: |  |
| Setting up time: |  |
| Dismantling time: |  |
| Approximate attendance: |  |
| Actual Attendance: please can you email events@rotherham.gov,uk to confirm these numbers after your event takes place. |  |
| **Please indicate which type of event this is (please tick one box only)** |
| **Charity Event** (**refer to Note 1**)Charity Registration No.:Street Collection Permit No.: |  |
| **Not for Profit/Public Awareness** |  |
| **Commercial** |  |

|  |  |  |
| --- | --- | --- |
| **Do you propose any of the following? (please tick)** | Yes | No |
| Admission Charge (if Yes please state) £ |  |  |
| Live entertainment **(refer to Note 2)** |  |  |
| Alcohol **(refer to Note 2)** |  |  |
| Music **(refer to Note 2)** |  |  |
| Punch & Judy Show **(refer to Note 2)** |  |  |
| Have you obtained appropriate licences as indicated in **Note 2?** |  |  |
| Fairground equipment **(refer to Note 3)** |  |  |
| Fireworks and/or Bonfire **(refer to Note 3)** |  |  |
| Inflatables (e.g. bouncy castles) **(refer to Note 3)** |  |  |
| Food/drink concessions **(refer to Note 3)** |  |  |
| Marquees/Gazebos **(refer to Note 3)** (please state supplier and sizes/ numbers) |  |  |
| Staging **(refer to Note 3)** (please state size, type, supplier) |  |  |
| Portable generator **(refer to Note 3)** (please state size, type, supplier) |  |  |
| Town Centre Only – do you need access to electricity supply? |  |  |
| Market Stalls **(refer to Note 4)** |  |  |
| Procession/Parade – please enclose plan of route |  |  |
| Protest/March/Assembly |  |  |
| Road Closure (if required) **(refer to Note 5)** |  |  |
| On-site communications (e.g. 2-way radio, mobile phone, PA system – please state) |  |  |
| Barriers/fencing |  |  |
| Stewarding/security (please state supplier, numbers, details of experience, timings) |  |  |
| First Aid Provision (please give details of numbers/supplier/capabilities, forward copies of certificates). Please note that First Aiders at events must have completed the Three Day First Aid at Work Certification. |  |  |
| Lost & Found Children and Vulnerable Adults Procedures (please enclose details) |  |  |
| Toilets |  |  |
| Car parking:Please indicate approximate number of vehicles attending the event below. (Your site plan should show the proposed car parking area and how you intend to manage the parking of vehicles): |  |  |
| For Large/Major Scale Events have you notified appropriate Emergency Services, e.g. Police, Ambulance Service, Fire and Rescue? Please use e-mail addresses below:South Yorkshire Police: opu@southyorks.pnn.police.ukYorkshire Ambulance Service: emma.knowles@yas.nhs.ukSouth Yorkshire Fire & Rescue: control@syfire.gov.uk and opsintel@syfire.gov.uk |  |  |
| Risk Assessment:Please include a copy of your risk assessment for the event. Dependent on nature/scale of event an event plan and emergency plan may need to be produced (**Refer to Note 6 Rotherham Events Safety Advisory Group (RESAG**) |  |  |

**Declaration**

|  |
| --- |
| If permission is granted for the event, I hereby agree to comply with any departmental terms and conditions and all reasonable instructions given by all authorised officers of the Council.**Copies of public liability insurance cover, risk assessments and site plans must be submitted with this application.** |
| Signed: |  |
| Print Name: |  |
| Position: |  |
| Date: |  |

**There may be hire charges applicable for your event venue which the Events Officer can advise of. There are also administrative fees for the processing of this application, they are: £25 general rate and £17.50 registered charity rate.**

**If this application is not completed online, please forward it, together with the following supporting documentation:**

 **Event Application Form**

 **Site Plan/Running Order where appropriate**

 **Risk Assessment**

 **Event Plan/Emergency Plan where appropriate**

 **Event Organiser’s Insurance Details**

 **Individual Participants’ Insurance Details and Risk Assessments**

 **Any fees that may be applicable**

**to:**

**RMBC Events Team, 27 Howard Street, Centenary Market, Rotherham S65 1JQ**

Or by e-mail to:

events@rotherham.gov.uk

|  |
| --- |
| If you e-mail your event application documentation, please remember to post any fees that may be applicable to the above address.**Official Use Only** |
| Event Reference: | Date Received: |
| Date Approved: |  |
| Emergency Services general notification sent | YES/NO |