

ENQUIRY FOR USE OF A PARK OR OPEN SPACE FOR AN EVENT

- **Please note: this is an expression of interest to hold an event in a LBHF park or open space. It is not a confirmed booking.**
- The suitability of a park or open space for an event will depend on the availability, the type of event you want to hold, the activities involved, the anticipated audience number, vehicle access and the competency demonstrated to plan and deliver a safe and successful event.
- No booking entitles the hirer to exclusive use of a park or open space.
- Please provide as much information as you can on this form. This will enable your application to be processed without delay.
- There is a hire charge for all events in parks and open spaces and is payable when your booking is approved. You may also be required to pay a refundable damage deposit.

A. EVENT APPLICATION COMPLETE DETAILS BELOW				
	NAME OF ORGANISATION			
	FULL NAME <small>of person/s applying</small>		POSITION <small>held within organisation</small>	
	POSTAL ADDRESS		EMAIL ADDRESS	
	POSTCODE		WEBSITE	
	MOBILE TELEPHONE		DAYTIME / EVENING TEL.	
B. EVENT INFORMATION COMPLETE DETAILS BELOW				
NAME OF EVENT				
	DAY OF WEEK	DATE / MONTH	TIME (start)	TIME (finish)
BUILD				
EVENT				
BREAKDOWN				
EVENT ORGANISER: ✓ APPLICABLE BOX				
Charity <small>please provide Charity No.</small>		Community group Private individual		Commercial organisation Other <small>please specify</small>
TYPE OF EVENT: ✓ APPLICABLE BOX				
Community event		Promotional activity		Corporate event
Funfair		Private event		Other <small>please specify</small>
WHICH PARK OR OPEN SPACE DO YOU WISH TO USE FOR YOUR EVENT? ✓ APPLICABLE BOX				
Bishops Park SW6		Ravenscourt Park W6		Shepherds Bush Common
Hurlingham Park SW6		Lyric Square W6		Brook Green W12
Parsons Green SW6		Furnivall Gardens W6		Hammersmith Park W12
Eel Brook Common SW6		Wormholt Park W12		Wormwood Scrubs W10
South Park SW6		Normand Park SW6		Other please specify

EVENT PLAN

- please provide as much detail below as possible and ✓ box where applicable
- submit additional supporting information where appropriate

1. BACKGROUND		COMPLETE DETAILS BELOW AND ✓ BOX WHERE APPLICABLE	
1.1	EVENT OUTLINE E.g. summary, objectives of event		
1.2	EVENT HISTORY E.g. previous events & organiser experience		
1.3	TARGET AUDIENCE Eg. Who will the event be aimed at?		
1.4	ANTICIPATED NUMBER OF ATTENDEES		
1.5	PUBLIC OR PRIVATE?	Public Event (open to public)	Private Event (invitation only)
1.6	IS THE EVENT TICKETED?	YES	NO
		If yes : Advance tickets only?	If yes Available on the gate?
1.7	IS THERE A CHARGE TO ATTEND?	YES (entry charge)	NO (Free entry)
		If yes : Adult price?	If yes : Child / concession price?
1.8	MARKETING Will the event be promoted, advertised?		
1.9	EVENT FUNDING How will the event be funded e.g. sponsorship, ticket sales, etc?		

2. EVENT CONTENT		ALL SUBJECT TO PERMISSION / LICENCE WHERE APPLICABLE	
2.1 ENTERTAINMENT / ATTRACTIONS ✓ BOX AND COMPLETE DETAILS BELOW			
	Music performance	If yes: Live music?	If yes: Recorded music?
	Music	If yes: Amplified?	Or: Non-amplified?
	Dance performance	If yes: What type of dance?	
	Performance of a play	If yes: What performance?	
	Screen: Film	If yes, provide further information	
	Screen: Live TV	If yes, provide further information	
	Other entertainment	If yes, provide further information	
	Stage structure	If yes, provide further information	
	Sound system	If yes, provide further information	
	Filming of activities	If yes, provide further information	
	Promotional activity	If yes, provide further information	
	Fundraising activity	If yes, provide further information	
	Retail stalls (non food)	If yes, provide further information	
	Fairground rides	If yes, provide further information	
	Family entertainment	If yes, provide further information	
	Sports Activities	If yes, provide further information	
	Inflatables eg bouncy castle	If yes, provide further information	
	Team building	If yes, provide further information	
	Animals	If yes, provide further information	
	Fireworks	If yes, provide further information	
	Other: please specify	If yes, provide further information	

2.3 CATERING The sale or supply of food requires a qualified caterer and appropriate documentation & certification				
	Sale or supply of hot cooked food onsite		If yes, Number and type of food stalls/outlets?	
	Sale or supply of cold food onsite		If yes, Number and type of food stalls / outlets?	
	Preparation of food onsite		If yes, Number and type of food stalls / outlets?	
2.4 SALE OR SUPPLY OF ALCOHOL The sale or supply of alcohol is strictly subject to Licence regulations				
	No Alcohol			
	Sale of Alcohol?		If yes, provide further information	
	Supply of Alcohol?		If yes, provide further information	
	If yes Personal Licence Holder is required		If yes, provide Licence Holder Name	
	If yes Personal Licence number is required		If yes, provide Licence Holder Number	
2.5 LICENCE APPLICATIONS Where applicable Event organiser is required to apply for & adhere to Licence conditions				
	Premises Licence		If yes, provide further information	
	Temporary Event Notice (TEN)		If yes, provide further information	

3. EVENT MANAGEMENT COMPLETE DETAILS BELOW				
3.1 ORGANISATION STRUCTURE	Eg. Who is doing what? Designated roles and responsibilities?			
3.2 SECURITY & STEWARDS	Security personnel must be registered with the Security Industry Authority (SIA). Event Stewards: who will they be? How many?			
3.3 VOLUNTEERS	(if applicable)			
3.4 POLICE SUPPORT	(if applicable)			
3.5 COMMUNICATION	E.g. Channels of communication for event staff & audience. How will staff be identified, contacted?			
3.6 ADDITIONAL INFORMATION				

4. EVENT OPERATIONS COMPLETE DETAILS BELOW				
4.1 SITE PLAN	Provide draft plan of layout of site indicating where proposed event related activities are positioned			
4.2 TEMPORARY STRUCTURES:	E.g. Marquees / Stage etc			
4.3 POWER SUPPLY	E.g. Generators: recommended diesel and silent			
4.4 WATER SUPPLY	Will you require a water supply? (chargeable)			
4.5 SANITARY PROVISION	E.g. Will you be supplying toilets?			
4.6 WASTE MANAGEMENT	E.g. How will you manage all the rubbish produced from the event? Can you recycle the waste?			
4.7 VEHICLES	E.g. Size, use & number of vehicles accessing site			
4.8 ACCESSIBLE EVENT	E.g. Disabled access & facilities			
4.9 NOISE CONTROL	E.g. measures in place to manage noise levels?			

4.10	ADDITIONAL INFORMATION		
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5. EVENT SAFETY COMPLETE DETAILS BELOW			
5.1	EVENT SAFETY PLAN		
5.2	RISK ASSESSMENT		
5.3	METHOD STATEMENTS		
5.4	EMERGENCY PROCEDURES E.g. How will people get off site in emergency? Contingency plans		
5.5	MEDICAL PROVISION E.g. First aid cover		
5.6	FIRE SAFETY PROVISION		
5.7	ADDITIONAL INFORMATION		

6. EVENT APPLICATION CHECKLIST					
ONCE THE EVENT ENQUIRY FORM IS RECEIVED BY THE EVENTS TEAM, IN ORDER FOR THE EVENT APPLICATION TO BE PROCESSED, THE FOLLOWING DOCUMENTS ARE REQUIRED TO BE SUBMITTED (* WHERE APPLICABLE)					
		REQUIRED	SUBMITTED	DATE	
	EVENT MANAGEMENT PLAN	Compulsory			
	EVENT SAFETY PLAN including emergency procedures	Compulsory			
	RISK ASSESSMENT	Compulsory			
	FIRE RISK ASSESSMENT	Compulsory			
	PUBLIC LIABILITY INSURANCE	Compulsory			
	*CATERING CERTIFICATION	Compulsory			
	*COPIES OF LICENCE	Compulsory			
	* ALL INFRASTRUCTURE BROUGHT ONSITE REQUIRES:				
	Build / breakdown method statement	Compulsory			
	Structural calculations & documentation (inc. wind & weight loading)	Compulsory			
	Relevant certification (eg. ADIPS, PIPA)	Compulsory			
	Electrical certification	Compulsory			
	CONTACT LIST	Compulsory			
	PAYMENT	Compulsory			

“I/We the undersigned confirm that all event details provided above are accurate.	
SIGNED:	DATE:

Your completed enquiry form should be returned by email, post or fax to:

Events Team

Hammersmith & Fulham Council

Email: events@lbhf.gov.uk

Tel: 0845 337 0314

Fax: 020 8753 2280

Address: Events Team, First Floor, 77 Glenthorne Rd, Hammersmith, W6 0LJ