



Bournemouth Borough Council - Events Application Form 2017

Please complete this form including as much detail as possible. If you have any queries please contact the Events Team on 01202 451718 or email at events@bournemouth.gov.uk

Cost:

There will be a charge for holding an event on council land. This charge is dependent on the size, duration, and requirements for the event. An exact cost will be advised on receipt of the application form.

Name of event		
Organisation applying (and charity number if applicable)		
Contact name		
Address		
Email		
Contact numbers		
Space required (include site map where possible)		
Date		
Arrival and departure time	Arrival:	Departure:
Event start and finish time	Start:	Finish:
Expected number of people attending *		

* Please note the health & safety requirements we require will be dependent on these numbers.

Electricity supply needed? Please give details

Overview of the event - Please provide a detailed overview of the event including what the purpose of the event is. Please include entertainment, traders and equipment onsite

LICENSABLE ACTIVITIES

The following activities are 'Licensable' under the 2003 Licensing Act. Please tick the appropriate box to confirm whether your planned event will include any of these activities. If you answer 'yes', please provide further details in the box below.

	Yes	No
Plays	<input type="checkbox"/>	<input type="checkbox"/>
Films	<input type="checkbox"/>	<input type="checkbox"/>
Indoor sporting events	<input type="checkbox"/>	<input type="checkbox"/>
Boxing or Wrestling Entertainment	<input type="checkbox"/>	<input type="checkbox"/>
Live music	<input type="checkbox"/>	<input type="checkbox"/>
Recorded music	<input type="checkbox"/>	<input type="checkbox"/>
Performances of dance	<input type="checkbox"/>	<input type="checkbox"/>
Facilities for making music	<input type="checkbox"/>	<input type="checkbox"/>
Facilities for dancing	<input type="checkbox"/>	<input type="checkbox"/>
Supply of alcohol	<input type="checkbox"/>	<input type="checkbox"/>

Details of Licensable Activities: Please give full details about your licensable activities including style of music and performances, noise prevention you will put in place, number of bars, alcohol management control – Use additional paper if required.

EVENT INFRASTRUCTURE

Please tick the appropriate box to confirm which of the following infrastructure you will be bringing onto site;

	Yes	No
First Aid	<input type="checkbox"/>	<input type="checkbox"/>
Toilets	<input type="checkbox"/>	<input type="checkbox"/>
Marquees	<input type="checkbox"/>	<input type="checkbox"/>
Caterers	<input type="checkbox"/>	<input type="checkbox"/>
Traders	<input type="checkbox"/>	<input type="checkbox"/>
Generators	<input type="checkbox"/>	<input type="checkbox"/>
SIA Security	<input type="checkbox"/>	<input type="checkbox"/>
Stewards	<input type="checkbox"/>	<input type="checkbox"/>
Stage	<input type="checkbox"/>	<input type="checkbox"/>
Public Address System	<input type="checkbox"/>	<input type="checkbox"/>

Details of Event Infrastructure: Please give full details and numbers about event infrastructure for example number of first aiders, type of stewards (paid, volunteers) – Use additional paper if required.

Event promotion:

Would you like your event to be added onto the Tourism website event listings – www.bournemouth.co.uk ? Y / N

If yes then please complete the box below with a description of the event as you would like it to appear online. Please include details of event timings, location, entry fees, contact details and any other relevant information.

Please return your application with a **completed risk assessment**, a copy your **public liability insurance** minimum of £5,000,000, and a **site plan** if necessary.

Please return your completed form to:

Events Team
Bournemouth Town Hall Annexe
St Stephen's Road
Bournemouth
BH2 6EA

Or email to events@bournemouth.gov.uk. For any queries please call 01202 451718.