

Event Application Form: Public Open Spaces

Maidstone Borough Council has a duty to ensure that anyone using its land or organising an event does so in a competent and safe manner. Please complete the information requested below which will be used to assess your application.

- Please note that completion of an application form and letter of confirmation will secure your event. If you are proposing a large scale event, you will need to submit your form at least two months in advance of the event.
- You will need to complete a risk assessment of all your activities. You may want to go through this with our Parks Technical Officer on site. You can book an appointment by calling **01622 602718** or emailing **parksandleisure@maidstone.gov.uk**. This risk assessment must be submitted at least 6 weeks prior to the booked event.
- You may need to provide a copy of your public liability insurance which must have a minimum cover of £5 million. High risk events may require more cover.

Event details

1. Event location:

Event Name :.....

Activities during the event:

Will this be a public/private event* (delete as appropriate)

2. Name of organiser/organisation holding the event:

.....

Contact name and address:

.....

Daytime telephone number:

Telephone number during event:

Email address:

- 3. Date of event:
- 4. Duration of Event:
 Arrive on site:
 Finish on Site:
- 5. Estimated number of participants expected:
- 6. Estimated number of spectators expected:
- 7. Number of event staff (including security, first aid, lifeguards):

Vehicle Management

- 8. Number of event staff vehicles:
 After setting up, all vehicles will be expected to park in designated parking spaces. If you need special/disabled arrangements for organiser parking, please state:

- 9. Number of participants/visitor vehicles expected:

Traffic Control: A large scale event (1500 or more) may require this and you should therefore contact Kent Police directly for advice by emailing events.planner.midkent@kent.pnn.police.uk

Event Provisions

- 10. Will catering refreshments be provided? YES/NO
 If yes, will these be sold to members of the public? YES/NO
 Please provide details of your catering arrangements and where they will be registered.....

- 11. Will additional toilets/portaloos be provided? YES/NO
 If yes, how many:

The minimum required provision is:

- **Male: one WC for 1-100 people, two for 101-500 people, three for 501-1000 people; plus one additional WC for every 500 people. 4.5m of urinals for every 1000 people.**
- **Female: one WC for every 100 people. Wash/hand basins: one for every sanitary fitting with hot/cold water.**
- **Consent for any additional toilet facilities and their location must be given my Maidstone Borough Council.**

12. What First Aid provision will there be:

.....

13. Will there be temporary structures/enclosures? YES/NO

If yes, will flooring be laid:

Prior arrangement with Maidstone Borough Council will be required.

Fire precautions must be covered in your risk assessment.

14. What arrangements will be made for rubbish collection?:

.....

Collections and Charges

15. Will a charity collection be taken? YES/NO

If yes, please state the name of the charity and their charity number:

.....

Collections of any kind may need a permit. Please call Maidstone Borough Council's Licensing Officer on 01622 602727 for advice.

16. Will there be an admission charge to participants/spectators? YES/NO

Please give details:

.....

Please note that under the Public Health Act 1961, parks and pleasure grounds must remain open to the public on Sundays and Bank Holidays, and members of the public must not be prevented from enjoying free access. An admission charge will not normally be permitted on any day of the week to any park as a whole.

17. Will there be items on sale? YES/NO

If yes, please provide details of items and stands/stall holders:

.....

Health and Safety Insurance

Please enclose a copy of your completed risk assessment.

For large scale events of 500 people or for events where there is a higher health and safety risk, or the likelihood that your event will increase to 1000 people; there is an obligation to attend Maidstone Borough Council's organised Safety Awareness Group (SAG) meeting.

Proof of Public Liability Insurance must be provided which covers all those involved in and attending your event. A minimum cover of £5 million is required. Please note that some larger events, fairs and circuses will require a higher level of cover.

Other Event Information

18A. Will electricity supply be required? YES/NO

If so, you will be required to provide your own generator which must comply with the safety requirements of the Electricity at Work Regulations 1989.

18B. Will you require water to be supplied. YES/NO

19. Will you be using a public address system? YES/NO

20. Will the event include music, singing or dancing? YES/NO

If yes, please provide details:

.....

The following licences may be required, please read the information below, and if necessary phone or email the links provided, please confirm that your licences are in place.

- Phonographic Performance Limited and Performance Rights Society for Music are two separate independent companies and in most instances a licence is required from both organisations for you to legally play recorded music in public. While we both licence the use of music and collect royalties for the music industry, we represent different rights holders and have separate licences, terms and conditions.

PPL collects and distributes money for the use of recorded music on behalf of record companies and performers. email: info@ppluk.com tel: 020 7534 1000 .

PRS for Music collects and distributes money for the use of the musical composition and lyrics on behalf of authors, songwriters, composers and publishers. tel: 0800 068 4828 or **email:** musiclicence@prsformusic.com.

Please note that you should be aware that excessive noise levels may affect local residents and there may be restrictions on levels permitted.

21. Does the event include a parade? YES/NO
If yes, is it within the public open space or a street parade:

.....

22. Will banners or other advertising be displayed? YES/NO
If yes, please provide details:

.....

Please note that fly posting is not allowed, although temporary adverts will be allowed within the park but must be removed within 24 hours of the end of the event.

Terms and Conditions

Additional charges

In addition to any event fee, we require a caretaking/re-instatement deposit. This will be taken prior to the commencement of the event. Any works that are required by Maidstone Borough Council ground staff before, during or after the event will be taken from the deposit. If no works take place, the deposit will be refunded. If the council incurs additional costs over and above this as a result of the event, this will also be charged to the event.

Maidstone Borough Council will not be liable for any injury, damage or loss of property. This should be covered by your Public Liability Insurance.

Any event of 20 or more people will require the signing of a small events legal agreement prepared by Maidstone Borough Council, signed and returned by the organiser at least 48 hours prior to the event.

NOTE: At Penenden Heath, Whatman Park, Brenchley Gardens and South Park; two ice-cream concessions operate during April-October for events. Mote Park has an independently run café and kiosk. You should therefore contact the cafe on **01622 764431** or email **motepark@caterleisure.co.uk** to discuss your arrangements. Other concessions must not be allowed on site without prior agreement.

Please Note:

- **Town & Country Planning (Control of Advertisements) Regulations 1984.**

Causing or permitting fly posting or allowing fly posters to remain, will lead to the cancellation of this Agreement, without refund of fee and the hirer may be banned from any future use of the facilities and may be subject to prosecution under the above Regulations.

- **If the event is solely in aid of a Registered Charity, concessionary hire fees may be available. This would be in the form of a guarantee against loss of up to 50% of the hire fee, subject to details of estimated and actual income and expenditure.**

***Safety Advisory Group - It is the policy of Maidstone Borough Council to uphold reasonable standards of public safety at all public events in the Maidstone Borough, to encourage the wellbeing of the public at those public events and ensure as far as possible that any inconvenience to residents, businesses and the general public arising from events is minimised. To aid these objectives, Maidstone Borough Council maintains a Safety Advisory Group (SAG) for public events and has established partnerships with selected agencies, which offer specialist advice to the authority.**

Booking: A provisional booking will only be held open for 21 days.

***Fairs and circuses. If the event is cancelled within ten weeks prior to the event, this booking deposit fee is non-returnable. If the event is cancelled more than 10 weeks before the event, your booking deposit is returnable. Deposit of at least 10% of the total fee is required at least 6 weeks prior to the event.**

Signed: _____

Date: _____

Please return this form to: Parks and Leisure
Maidstone Borough Council,
Maidstone House
King Street
Maidstone
ME15 6JQ

If you require any more information, please contact our parks and leisure team on
01622 602718 (pm only) or email parksandleisure@maidstone.gov.uk