



Event Application Form

Please note that as well as completing this application form, Rugby Borough Council (RBC) may wish to meet you to discuss the details of your event.

This form is designed to give an initial overview of your proposed event. Following this form, the event organiser may also need to submit a full 'Event Management Plan'. RBC will advise you of this.

Please email this completed form to talkinthepark@rugby.gov.uk at least 6 months in advance of your event date.

By submitting this form, it does not confirm your booking. We ask that you do not advertise your event until RBC has approved it.

The personal data contained in your event documents will only be shared with relevant consultees, with whom the Council works to organise events and ensure that the necessary consents are in place.

Event Application Form	
Event Name	
Date of event	/ /
Start and finish times of event	Start Finish
Preferred event location	
Please provide brief details of your event <i>Include a brief description of your event.</i> <i>Please add in any other information that will help us understand your proposed event.</i>	
Expected attendance	(per day)

Contact information	
Name of person responsible (Event Organiser)	
Name of Organisation (If relevant)	
Address	
Telephone number	
Email	

Additional event information	
Will your event require any road closures? <i>Please note a Traffic Management Company will be required to officially close the roads and there is additional paperwork required for a road closure.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you require any additional waste provision?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will your event be using any amplifying equipment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you having any live music at your event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you be erecting any structures e.g. Stage? Marquee? etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will any goods be on sale at the event, this includes the sales of food and drink?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you planning any charitable collections at the event? <i>If you wish to collect money for charity at your event, then you must apply for a Street Collection Licence. Licensing information web page: https://www.rugby.gov.uk/info/20064/housing_and_street_licences/57/street_collection_licence</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a ticket fee to attend your event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will alcohol be on sale at your event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide the details of First Aid Cover.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Entertainment	
<p>Are you planning to have any form of entertainment, fairground rides, inflatables, performers etc.</p> <p><i>If yes, you will need to provide the necessary paperwork for each provider e.g. Risk Assessment, Public Liability Insurance, ADIPS, PIPA etc.</i></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Marketing information	
<p>RBC can promote the event. Please provide the details here.</p>	<p>Website address:</p> <hr/> <p>Twitter Name:</p> <hr/> <p>Facebook page:</p> <hr/> <p>Other social media:</p>
Accompanying documents	
<p><i>Please be aware we will inform you which documents will be required to run your event from the list below. This information will be circulated to relevant partners for consultation, before the event can be authorised.</i></p> <p><i>Failure to provide satisfactory documentation could result in your Event Application being denied.</i></p>	
We will inform you if you need to complete any of the following:	Included
<p>1. A full Event Management Plan for your event. An Event Plan template can be provided upon request. As a minimum a good Event Plan should include:</p> <ul style="list-style-type: none"> - Complete Event Description - Event Timetable - Site plan/map - Communication Plan - Traffic Management Plan (if relevant) 	<p>Yes <input type="checkbox"/></p> <p>To follow <input type="checkbox"/></p>
<p>2. Copy of Public Liability Insurance. At least £5 million cover is required from the event organiser and any external partners attending the event.</p>	<p>Yes <input type="checkbox"/></p> <p>To follow <input type="checkbox"/></p>
<p>3. Risk Assessments. An overall risk assessment for the event and individual risk assessments from any external partners attending the event.</p>	<p>Yes <input type="checkbox"/></p> <p>To follow <input type="checkbox"/></p>



Safety Advisory Group (SAG)

Once your event has been through our consultation period it may need to be discussed at a SAG meeting.

You will be notified if this is needed.

This is generally for large scale events which could attract a significant amount of people to the area. The SAG consists of representatives from the Police, Fire, Ambulance, County Highways and RBC Officers. The meeting is to ensure the Event Plan is communicated to all relevant partners. RBC will support you through this process which we encourage you to attend.

Please ensure that you have read the attached Terms and Conditions.

Submit your Event Application Form at least 6 months in advance of your event to talkinthepark@rugby.gov.uk

Confirmation of application

Signed	Person Responsible or Event Organiser
Date	/ /

Confirmation of authorisation

Signed	Rugby Borough Council
Date	/ /