

Event Request on Council Owned Land

Event Title _____

Event Date(s) _____

Event Time _____

Event Location _____

Introduction (Give a brief explanation of event)

As part of my request to avail of the Council's facility, I agree to be compliant with the requirements to manage Covid-19 in line with the Public Health Agency guidance and the Government's guidance so as to ensure social distancing, hand sanitisation being available and having cleaning arrangements in place. This event will be Covid-19 secure.

I understand the Council reserves the right to terminate an event if the organiser has not adhered to Public Health Agency advices and guidelines.
(Covid-19 Risk Assessment attached)

Signed and Dated by Organiser:

Organisation Details

Name _____

Address _____

Telephone _____

Email _____

Are you a registered charity? Yes No

Are you a constituted community group? Yes No

Key Personnel

Event Organiser _____

Person responsible for Health & Safety _____

Person responsible for Security _____

Person responsible for First Aid _____

Equipment

Will electrical equipment be used?
(lighting, disco equipment etc.) Yes No

If yes, is the equipment less than 12 months old? Yes No

If more than 12 months old, has it been PAT tested? Yes No

Give details of any other equipment to be used -

Give details of the First Aid provision that has been made -

Give details of expected numbers attending -

Give details of entrancing arrangements (e.g. ticket, pay at door etc.) -

Give details of stewarding arrangements (include litter picking) -

Give details of emergency arrangements -

Give details of Insurance held:

Have your Insurance Certificates been included? Yes No

Have you included a site plan and map? Yes No

Have you included your event risk assessments? Yes No

Marketing & Promotional Activities

Anticipated audience profile (age, gender etc.)

Has PSNI / DRD approval been given? Yes No

Is there to be alcohol at the event? Yes No

Is alcohol to be sold on premises? Yes No

If yes to last question has a licence been obtained? Yes No

Promotional Activities: Detail your advertising, posters, leaflets etc.

(Mid and East Antrim logo should not be used without permission)

- We understand that no fly posting is permitted for this event.
- We understand that Chinese (sky) lanterns or mass balloon releases are not permitted at this event.
- We agree to communicate and keep local residents informed.

Reinstatement

Give details of your site reinstatement plan:

Signature _____ Date _____

Please return the completed application form by email or post:-

Email: parks@midandeastantrim.gov.uk

OR

Parks & Open Spaces
Mid and East Antrim Borough Council
Museum & Civic Centre
11 Antrim Street
Carrickfergus
BT38 7DG

For further information, call 028 9335 8270.

Completed application forms must be received at least **4 weeks in advance** of the proposed event.

Explanatory Notes:

An event plan is required to ensure that Mid and East Antrim Borough Council and the organisers comply with Health and Safety legislation and to ensure the Health, Safety and welfare of staff and those using council outdoor facilities. Below is some guidance to assist you in completing the attached form.

As part of the request to avail of the Council's facility, You must be compliant with the requirements to manage Covid-19 in line with the Public Health Agency guidance and the Government's guidance so as to ensure social distancing, hand sanitisation being available and having cleaning arrangements in place. This event will be Covid-19 secure.

Introduction: In this section, please give details of your proposals for the event and include what the event consists of e.g. disco, play, dance / band etc, associated set up times etc.

Key personnel: Give the name and contact details of the person responsible for the various roles.

Equipment: If electrical equipment under 12 months old is to be used, no certification will be required. Electrical equipment more than 12 months old may require proof of PAT testing. Details of all equipment e.g. bouncy castles, soft play equipment, sports equipment, disco gear, lighting etc. to be used at the event should be included in this section.

First Aid: Details of all qualified First Aiders and number and location of first aid kits should be included.

Entrancing arrangements: Give details of how entrance to the event is to be controlled i.e. ticket only, pay at door and how maximum numbers are to be controlled.

Stewarding arrangements: Give details of stewards to be deployed at the event i.e. numbers and their location within the building. There should be at least one steward for every 250 persons or part thereof and for under 16`s one steward for every 100 or part thereof. Stewards should be given instructions with regard to their duties and briefed on the layout of the building / venue before the event. Stewards should also be made aware of the type and location of all firefighting equipment within the building.

Emergency arrangements: Organisers will be made aware of emergency procedures within council buildings and if these are adequate this should be noted. If additional arrangements are required these should be noted here.

Insurance: Give details of all insurance held e.g. public liability including level of cover.

Audience profile: Give details of anticipated audience profile i.e. age, gender and numbers.

Promotional Activities: Give details of your marketing / promotional activities.

Reinstatement Plan: Give details of your reinstatement plan for the site this should include repairing damage, final litter collection, liaising with the Council etc.

As of 1 April 2017, a charge will be applied to all applications.

Payment

An invoice will be issued to the event organisers for the applicable bond and site fee, these must be paid prior to the event taking place.

Refundable Bond

In addition to the site fee, a refundable bond is required to ensure any damage caused as a result of the event occurring can be resolved. A site inspection will take place after the event, providing there is no damage to the site the bond will be refunded to the event organiser.

Scale of charges in relation to events

Capacity	Category	Application Service Fee*		Site Fee		Bond	
		Corporate / Commercial Event	Non-Profit	Corporate / Commercial Event	Non-Profit	Corporate / Commercial Event	Non-Profit*
5,000+	Major Event (tier 1)	£750 + vat	75% Discount (£187.50)	Site Dependent	Free	£1,000	£500
2,000 - 4,999	Large-scale Event (tier 2)	£400 + vat	75% Discount (£100.00)	Site Dependent	Free	£500	£100
500 - 1,999	Medium-scale Event (tier 3)	£200 + vat	75% Discount (£50.00)	Site Dependent	Free	£500	£100
0 - 499	Small-scale Event (tier 4)	£100 + vat	75% Discount (£25.00)	Site Dependent	Free	£500	£75

Where the event being booked is a ticketed concert, additional charges may apply.

* *The Mayor's Charity is exempt from this fee*

