

EVENT SUBMISSION – FORM

PART 1A

Name of enquirer	
Organisation / Group	
Postal address	
Postcode	
Contact telephone number(s)	
Email address	

PART 1B

Name of event	
Date(s) of event	
Time(s) of event	
Set up / clear up time	
Duration of event	
Nature of event & event description	
Location of event	
Who owns the land	
Has permission been sought from the landowner	
Target audience (demographic – age, etc)	
Target attendance figure (anticipated attendees)	

PART 2

Will you be selling alcohol?

- NO
- YES

If you've marked 'yes' then please be aware that you may need to make a licensing application for which there is an associated fee.

Will there be commercial traders?

- NO
- YES

If you've marked 'yes' then please be aware that you may need to make a licensing application for which there is an associated fee.

Will you be making an charitable collections?

- NO
- YES

If you've marked 'yes' then please be aware that you may need to make a licensing application.

Will there be any entertainment? (please give details)

Will you be selling food? (please give details)

Will you be erecting a structure?

Will you be making any traffic management proposals?

Do you have public liability insurance?

- NO
- YES

If you've marked 'yes' then please state how much below

£