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| --- | --- |
| Please note that we will like to capture all events taking place within the borough and will like anybody planning to host Big lunch or Park party during that weekend to complete this form and notify us if it is private or public. | |
| |  |  | | --- | --- | | Do you have the agreement of your affected neighbours: | YES NO | | **We require at least 70% of your neighbours to consent with your event and we my ask for proof of this. For Parks event in residentail areas, please do ensure effected neighbours are aware.** | | | |
| About you | |
| Name of organiser: |  |
| Address: |  |
| Post Code: |  |
| Telephone: |  |
| Email: |  |
| About the party | |
| Date of party: |  |
| Location of party: |  |
| Start time: |  |
| End time: |  |
| Where is the party taking place:  In the Street  Council Land (*permission from the council may be required for council estates*)  Park  Other | |
| If 'Other' please specify: |  |
| Is the party:  Private  Open to public  Other | |
| If 'Other' please specify: |  |
| Expected number of people: |  |
| Number of volunteers: |  |
| Would vulnerable people attend |  |
| Will the event involve:  Fireworks/pyrotechnics  Live music/disco  Staging/scaffolding/temporary structure  Public address system | |
| Food and drink | |
| Will there be alcohol on sale: |  |
| Will there be food for sale: |  |
| Type of catering:  No catering  Self-catering  Professional catering | |
| Names and contact details of professional caterers: |  |
| Roads and parking | |
| Do you require a street to be closed: |  |
| Name of street : |  |
| Do you require a whole street to be closed: | YES NO |
| Time From: |  |
| Time To: |  |
| Have you made arrangements for cars to be moved from the closed street? |  |
| Will you be using official traffic management signs: |  |
| How will you be managing the road closure: |  |
| Publicity | |
| The council may publish details of events in the borough, would you like your event to be included: | YES NO |
| Would you like The Mayor / Deputy Mayor to attend your big Lunch- Yes / No | |
| **If yes please note we will inform you if your party has been selected for a mayoral visit.** | |

This form does not automatically authorise an event.

We will contact you either to request additional information, or to confirm whether or not your event can go ahead.

To help you have a safe and happy event this information is required to ensure our resources are properly coordinated. Details will be shared with the emergency service and other departments within the council.

Please return to: [Parties@croydon.gov.uk](mailto:Parties@croydon.gov.uk)