|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date form**  **submitted** | **By email (√)** | **By hand**  **or post** | **Form completed by** (name) |  |
|  |  |  | **Signed** |  |
| On completion, please email (**as a WORD document**, **NOT a pdf file**) to [TenancyService@croydon.gov.uk](mailto:TenancyService@croydon.gov.uk) | | | | |

|  |  |  |
| --- | --- | --- |
| **Name of applicant(s)** representing group |  | |
| **Name of group staging the event** |  | |
| Applicant / representative(s) **Postal** **Address** |  | |
| Applicant / representative(s) **Email Address** |  | |
| **Contact Numbers** | **Landline** | **Mobile** |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **LICENCES, INSURANCE AND RISK ASSESSMENT** | | | |
| **Describe any items/products which will be on sale** e.g. alcohol, food etc.  **NB:** A license may be required. |  | | |
| **Does your group have** (or will provide) | **Attached (√)** | **To follow by** (date) | **Not attached,**  **please send (√)** |
| **A completed risk assessment?** |  |  |  |
| **Public liability insurance?** |  |  |  |
| **‘Additional items’ insurance?**  (e.g. bouncy castles, selling food / alcohol, bbqs etc) |  |  |  |
| **A funding application form?** |  |  |  |
| |  |  | | --- | --- | | **NB: Public liability cover:** | If unsure whether you need cover, see your risk assessment guidance | | **Licences / Temporary events notices:** | See <https://www.croydon.gov.uk/business/licences/entertain/ten> | | **Residents groups only:** | If you live in council housing AND/OR are including council housing residents, you can apply at [Community.Development@croydon.gov.uk](mailto:Community.Development@croydon.gov.uk)  for funding support for the event *(not including licences and insurance).* | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **ABOUT THE EVENT** | | | | | | |
| **Where the event is to be held**  (exact address / location) | | **When the event**  **is to be held** (date) | | | **Time event**  **starts** | **Time event ends** |
|  | |  | | |  |  |
| **Will entry/access to the event be controlled?**  **HOW will entry/access be controlled?** | | **YES** | **NO** | **HOW?** |  | |
|  |  |
| **Describe facilities which will be provided and their location?**  e.g. toilets, parking | |  | | | | |
| **Describe the activities to be run on site** (using the building / land) | |  | | | | |
| **Who will be providing/delivering the activities?** (names and organisations) | |  | | | | |
| **Is it a public event or a private event?**  (If other, please describe) | |  | | | | |
| **NB:** If a public event, you will need to notify local Safer Neighbourhood Team (police) | | | | | | |
| **What equipment will be used on site?** | |  | | | | |
| **How is equipment powered and has it been PAT (portable appliance) tested?** | |  | | | | |
| **How and when will the event be publicised to local residents?** | |  | | | | |
| **Confirm contact names, email addresses & numbers which will be provided on the publicity.** | **Name(s)**  -----------  **Email**  -----------  **Tel/mob** |  | | | | |
| **What is the likely impact on local parking and refuse collection?** | |  | | | | |
| **How many volunteers are on board to manage the event?**  (stewarding, clearing up afterwards) | |  | | | | |
| Even if a private event, you will need to consider the impact on neighbours (noise, refuse, use of a communal space etc), so should let them know. If a larger event, you must then consider publicising to residents, parking and having enough volunteers for stewarding and refuse removal afterwards.  **You should then confirm your arrangements with the Tenancy Team.** | | | | | | |

For office use:

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| --- | --- | --- | --- | --- | --- |
| **Date received** |  | | **Event date** |  | |
| **CDT comments** |  | | | | |
| **Tenancy comments** |  | | | | |
| **Conditions to be met** |  | | | | |
| **Decision**  (Tenancy) | **Approved / Rejected** | **Reason rejected** | | | **Date** |
|  |  | | |  |
| **By**  (for Tenancy) |  | | **Signed** |  | |