

Park Event Application Form

Application for the use of an open space or park in Croydon

(Completion of this form does not give permission of use. A booking form, with terms of hire will be given in writing to the person making this application if approved)

You will be required to supply a copy of your risk assessment 1 month prior to the event or in advance of your safety planning meeting once your application for the event has been approved.

Enquiry date:	
Event date:	Location:
Event Title:	Type of event:
Category: Charity Event Commercial Event: Community Event: LBC internal event Funfair or circus (delete one)	Yes/No Yes/No Yes/No Yes/No
Name of applicant: Organisation name: Charity number: Company number: Address:	Tel: Mobile: Ext: E-mail:
Occupancy Details Date and time of arrival on site for set up: Event start time: Event finish time: Date and time site to be vacated after the event:	No. of people expected to attend: Guests only: Yes/No Public: Yes/No
Please provide a clear and concise description of the event that you are proposing	

<p>Will your event involve:</p> <p>Fire works Bonfires Bouncy castle or other inflatable equip. Temporary Fencing Staging Marquees Gazebos Animals (please note animals are not allowed to perform on Croydon Council Land) Public address system Lasers Funfair ride(s) & how many Funfair Food kiosk(s) & how many Market stalls Food BBQ</p> <p><u>If your event includes any of the below then your event is deemed licensable.</u></p> <p>Music – Live or Recorded (you are required to supply the Council with a copy of your licences from the PPL and PRS licences Department prior to your event) this is a condition of hire Dance Plays Sale of alcohol Ticketed event</p>	<p>Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Children Ride Adult Ride Yes/No Yes/No Yes/No Yes/No if Yes Adult £ Concession £</p>
<p>To apply for a Temporary Event Notice (TEN) and for more information contact Croydon Council Licensing Session Tel 02084071312 e-mail: licensing@croydon.gov.uk</p>	
<p>Additional information. Please answer on the right-hand side.</p>	
<p>Please give details of how you will promote this event (Radio, TV, New Paper etc)</p>	
<p>Catering Name: Address</p> <p>Phone E-mail</p>	
<p>Car parking arrangement Approximate number of cars:</p> <p>Where will people park:</p>	

<p>Please specify road closures or parking restrictions required If you would like to close a road or restrict street parking, this may be possible if the Council and the Police agree. There may be a charge for this and at least 10 weeks notice must be given. For further details contact: Jackie Edgerton, Planning and Environment Dept Tel: 020 8726 6000 x64907</p>	
<p>Stewarding Number of stewards Details of stewards arrangements (contracted company/volunteer etc)</p>	
<p>First Aid Details of first aid provision including supplier and organisation</p>	
<p>Toilets The event organiser is responsible for providing toilets facilities on site Please note we do not guarantee that any public toilets will be opened on the day of your event. If public toilets are opened for the purpose of an event a hire fee will apply.</p>	
<p>Pavilion Access time & date vacated time & date</p>	
<p>Gate Opening time</p>	
<p>The Council levies the following charges for hiring the following: Location Car parking Pavilion Additional requirement will be charged at the appropriate rates.</p>	<p>Hire fees and availability: you will be advised the availability and the hire fee after we receive your completed application.</p>

Please complete and return this form via e-mail: It is important that you include as much detail as possible as this will help us determine how we progress your application.

Please return the application form to Paula Hunt, Public Realm Office, Stubbs Mead Depot, Factory Lane, Croydon, CR0 3RL or by e-mail paula.hunt@croydon.gov.uk Tel: 020 8726 6000 Ext: 61444.

I can confirm that I am over 18 years of age.

Signature ----- behalf of -----Date -----