**APPLICATION FORM**

**TO STAGE AN OUTDOOR EVENT ON GEDLING BOROUGH COUNCIL LAND**

Name of organisation ……………………………………………………..………………………….

Names/Address of organising contact ,……………………………………………………………….

…………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………

Person responsible on day-to-day basis …………………………………………………………………

Contact Info ……………………………………… email …………………………………………………

EVENT DESCRIPTION

Event title ……………………………………………………………………………………………………

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Proposed venue……………………………………………………………………………………………..

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Dates and times.…………………………………………………………………………………………….

Event Activities…………..……………………………………………………………………………………

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Anticipated Attendance Figures…………………………………………………………………………….

Will you be using inflatables at the event? If yes please provide details............................................

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Will you be playing pre-recorded music at the event?.........................................................................

Will alcohol be sold at the event? Yes/No

***If yes to any of the above you will need to apply for a temporary event notice (TEN).  You can download the form or apply online at:*** [***https://www.gedling.gov.uk/business/licences/alcoholentertainmentandlatenightrefreshment/***](https://www.gedling.gov.uk/business/licences/alcoholentertainmentandlatenightrefreshment/)

Will entertainment take place at the event? Yes/No

………………………………………………………………………………………………………………

***If yes, please give details as you may need a temporary event notice (TEN) depending on the type of entertainment.  If you are unsure please contact Customer Services on Tel: 0115 9013971 and ask to speak to a member of the Licensing Team. Email:*** [***mailto:licensing @gedling.gov.uk***](mailto:licensing%20@gedling.gov.uk)

Will you be preparing and serving food at the event? If yes please provide details…………………...

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***If yes you will need to provide us with further details about the business you are using and their food hygiene rating. Contact Customer Services on 0115 9013971 and ask for Environment Health or email*** [FoodHealthHousingHandover@gedling.gov.uk](mailto:FoodHealthHousingHandover@gedling.gov.uk)

If consent is given, a licence will be issued to which you must sign and adhere to. Access onto the land will not be permitted until the licence agreement is completed. In addition you must provide evidence to the Council of Public Liability Insurance covering the event.

**NB: It is your responsibility to notify the Emergency Services, NCC Highways and ensure Public Liability and Risk Assessments are in place.**

**Further detail on events planning and guidance is available at** <https://www.gedling.gov.uk/events-guidance/>

For outdoor events please provide a map indicating the area of the park you wish to use. Please also consider whether there is sufficient on-site parking available

Please return completed form to:

Parks Development Officer, Parks and Street Care, Gedling Borough Council, Jubilee House, Nottingham Road, Arnold, Nottingham, NG5 6LU

Email: [**parks@gedling.gov.uk**](mailto:parks@gedling.gov.uk)