**Guidance**

You must read our event guidance A to Z for organisers before completing this form. It will provide the answers to many of the questions you may have and is full of useful advice and information about popular event spaces in Cardiff.

You can view the event guidance A to Z at [bute-park.com/guidance](https://bute-park.com/guidance/).

**What sections of this form do I need to complete? Please tick which is appropriate to you:**

[ ]  I am making an enquiry to reserve a date, but do not have the full information yet

 (complete sections 1 to 4).

We appreciate that you may still be in the planning stages and may not be in the possession of all details but please provide us with as much information as you know about your event at this stage. We will ask you to revisit the form to provide further details nearer your event date.

[ ]  The main elements of my event are planned, and I wish to confirm booking and enter into

 contract (complete sections 1 to 6).

Please note:

* This is an application form and not a booking form. Submission does not automatically confirm your use of the venue requested. This will be confirmed in due course, and until then you publicise and progress your event entirely at your own risk.

* Your application form may be returned to you if you have not completed all sections relevant to you, so please take care to check all requested information has been provided to avoid delays in the processing of your request.

| **Section 1 – Information about event organiser or organisation** |
| --- |
| Name of applicant |  | Name of organisation or company |  |
| Contact phone number  | Landline: Mobile:  | Contact email address |  |
| Date this application form was submitted  |  | Reg.Charity No:(*if applicable*) |  |
| Website address of organisation |  | Website address of event (*if different from organisation*) |  |
| Type of organisation:[ ]  Commercial Organisation [ ]  Local Charity[ ]  Government or Local Authority [ ]  National Charity[ ]  Cultural Organisation [ ]  Not for Profit[ ]  Religious Organisation [ ]  Other (*please state*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Contact postal address line 1 |  | Invoice address *(if different from above)* Address line 1 |  |
| Address line 2 |  | Address line 2 |  |
| Town or city |  | Town or city |  |
| Post code |  | Post code |   |
| I/We have organised an event in a Cardiff Park or Open Space before | [ ]  Yes [ ]  No  | If yes, please give details |  |
| I/We have organised an event in another UK Park or Open Space before | [ ]  Yes [ ]  No  | If yes, please give details |  |

|  |
| --- |
| **Section 2 – Your event** |
| Name of your event |  |
| Brief description of event including main activities and what your main objectives are in holding it (please provide as much information as possible to help us understand scale, audience, and potential impact to the site) |  |
| Is this event open to the general public, ticket holders or privately invited guests only? | [ ]  General Public [ ]  Ticket holders  [ ]  Privately invited guests  |
| Name of park location you would like to use (*tick all that apply)* | [ ]  Whole of Coopers Field Event Area (Bute Park) [ ]  Around 1 half of Coopers Field Event Area (Bute Park)[ ]  Up to 1 quarter of Coopers Field Event Area (Bute Park)[ ]  Coopers Field Hard standing “hammerhead” turning bay(s) only[ ]  Load-In route to Cardiff Castle’s North Gate[ ]  Orchard Lawn (Outside Bute Park Education Centre near Secret Garden Café) [ ]  Sophia Gardens Event Area [ ]  Partial or full use of Sophia Gardens car park or adjacent spine road[ ]  Blackweir Event Area  [ ]  Other Cardiff open space event site (*please state)* *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[ ]  Don’t know, I would like advice from the Parks Event Manager or Events Team |

| **Section 3 – Event details** |
| --- |
| Preferred event dates (for example from Wed 2 April 2014 to Mon 7 April 2014) |  | Number of set up days |  |
| Alternative event dates (if preferred are not available) |  | Number of dismount days |  |
| Event running times (For example start time 7:30am Wed 2 April, finish time 12:00 Mon 7 April) |  | Estimated attendance (staff and guests): |  |
| You will need a ticket to get into my event | [ ]  Yes | [ ]  No |  |
| Cost per person. For example, estimated admission fee, cost of ticket, race entry fee, etc | Adults: £\_\_\_\_\_\_\_\_\_\_\_\_Children: £\_\_\_\_\_\_\_\_\_\_\_\_Concessions: £\_\_\_\_\_\_\_\_\_\_\_\_[ ]  No charge |
| Proceeds of my event will go to a registered charity(*ensure charity number given in section 1*) | [ ]  YesFundraising Target£\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  No |
| I plan for this event to be | [ ]  A one off | [ ]  RepeatingFrequency:  |

| **Section 4 – Event entertainment and licensable activities** |
| --- |
| Will there be alcohol at the event? | [ ]  No, there will be no alcohol at the event[ ]  Yes, we are selling alcohol[ ]  Yes, we are serving or providing alcohol for free (no sale)[ ]  Yes, public can bring their own |
| Will there be regulated entertainment? | [ ]  No, there will be no regulated entertainment[ ]  Live Music or provision for making music[ ]  Performance of a play[ ]  An exhibition of a film[ ]  Playing of recorded music[ ]  Performance of dance or provision of facilities for dance[ ]  Boxing or wrestling entertainment |
| Will your event have any trading activity? | [ ]  No, there will be no trading activity[ ]  Yes, there will be trading activity |
| Will there be bonfires, fireworks or explosives? | [ ]  No, there will be no fireworks or explosives[ ]  Yes, there will be a bonfire[ ]  Yes, there will be fireworks. Approximate duration: \_\_\_\_\_\_\_[ ]  Yes, there will be explosives |
| Will there be any special effects used at the event? | [ ]  No, there will be no special effects used[ ]  Yes, there will be lasers[ ]  Yes, there will be strobe lighting [ ]  Yes, there will be smoke effect machines[ ]  Yes, there will be wind effect machines |
| Will you be seeking to stage a charity bucket collection? | [ ]  No, there will be no bucket collections[ ]  Yes, there will be bucket collections |
| Please state location you intend to stage bucket collection and number of buckets (if in street location then licence will be required): |
| Will there be on site cash machines? | [ ]  No, there will be no on site cash machines[ ]  Yes, there will be on site cash machines |
|  |  | **Office Use only** |
| Will your event attract more than 500 people? (this includes staff as well as participants) | [ ]  No, the event will attract no more than 500 people[ ]  Yes, the event will attract more than 500 peopleEstimated attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  Event to be referred to ELP? |
| Will your event require significant infrastructure and guest facilities? For example a large stage with PA system, toilets, large covered structures etc.*(Ignore this question if completing sections 5 and 6*) | [ ]  Yes [ ]  Noplease give examples\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

You may submit your application completed to this stage if there is significant time before the event will take place, or you don’t have any further details available at this stage. Note that before your contract can be issued and your booking can be confirmed you will need to complete sections 5 and 6 but this can happen at a later date.

See the end of the form for info on how to submit your application.

Complete these sections if your event is due to happen soon, please refer to section 1.6 in the Event Guidance Manual for further guidance on application timescales.

| **Section 5 – Event health and safety details**  | **Office Use only** |
| --- | --- |
| Will food be served at your event? | [ ]  No, food will not be served at event[ ]  Yes, food will be provided by professional caterers[ ]  Yes, food will be provided by personal contacts or non-professional caterers[ ]  Yes, public can bring their own | [ ]  Send Outdoor caterer checklist document  |
| If you answer yes to the question on food, please provide more detail: (For example name of caterer(s), type of food and no. of units) |
| Will there be any temporary structures used at your event? | [ ]  No, there will be no structures used at the event[ ]  Yes, Gazebo(s) Capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Yes, Marquee(s) or Tent(s)Capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Yes, Grandstand or tiered seatingCapacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Yes, ScaffoldingDetails: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Yes, StageDetails: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Yes, Bouncy Castle or Inflatables[ ]  Yes, Fencing[ ]  Yes, Lighting Towers | [ ]  Request Structural calculations |
| Please provide more detail on temporary structures: (For example number of each type, intended use and sub-contractor or source of supply) |
| Will any utilities be used at your event? | [ ]  No, no utilities will be used[ ]  Yes, electricity in form of existing on-site power supplies (please note, NICEIC qualified electrician will be required if organisers wish to use existing supply over 63A)[ ]  Yes, electricity in form of temporary generators (*only diesel generators are allowed*)[ ]  Yes, water from existing on-site water supplies[ ]  Yes, water brought in containers | [ ]  Request proof of NICEIC qualified electrician[ ]  Testing of water supply required |
| Please provide more detail on utilities being used: |
| Will your event have any Fairground or amusement rides? | [ ]  No, there will be no fairground or amusement rides[ ]  Yes, there will be fairground or amusement rides | [ ]  Confirm organiser can provide ADIPs certs for each ride |
| Please provide more detail on fairground rides: (For example type or name, size and number of rides) |
| Will your event have any stunts or any kind of hazardous activity? | [ ]  No, there will be no stunts or hazardous activity[ ]  Yes, there will be stunts or hazardous activity |  |
| Please provide more detail on hazardous activity:  |
| Will your event include any sort of hot air balloon activity For example launch or tethered rides | [ ]  No, there will be no hot air balloon activity of any kind[ ]  Yes, there will be a hot air balloon launch[ ]  Yes, there will be tethered hot air balloon rides |  |
| Please provide more detail on hot air balloon activity: (For example how many to be used etc) |
| Will your event include any livestock or animals? | [ ]  No, there will be no animals [ ]  Yes, there will be livestock or animals |  |
| Please provide more detail on livestock or animals activity: (For example number of animals, types of breed, type of pens to be used, duration on site etc.) |

|  |
| --- |
| **Section 6 – Event facilities and infrastructure**  |
| **Name** | **Approximate number** | **Details (please provide as much info as you know to date. You will be requested to update this section as more info becomes confirmed)** | **Name of sub-contractor or supplier** |
| Stewards or marshals |  |  |  |
| Security guards |  |  |  |
| Portable public toilets |  |  |  |
| First aid vehicle |  |  |  |
| Other support vehicle(s) |  |  |  |
| Lost children point |  |  |  |
| Special provision for the disabled |  |  |  |
| Additional waste bins or skips (must be covered and secure) |  |  |  |
| Fire extinguishers |  |  |  |
| Site lighting |  |  |  |
| Tables |  |  |  |
| Chairs |  |  |  |
| PA system |  |  |  |
| Onsite branding (For example pop  ups, flags, banners) |  |  |  |
| Other (*please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |  |  |

**Once your application has been made, changes are not permitted without the express consent of the Events Manager.**

**Applicant checklist:**

|  |  |
| --- | --- |
| **Documentation and Information Required before event will be permitted to take place** | **Included?** |
|  | **Yes** | **No** | **N.A** |
| Completed Application form |  |  |  |
| Signed Indemnity Form |  |  |  |
| Sufficiently detailed site plan |  |  |  |
| Production and event timetable or schedule |  |  |  |
| Proof of public liability insurance (minimum £5m) |  |  |  |
| Copies of public liability insurance for your main sub-contractors (Minimum £5m) |  |  |  |
| Suitable and sufficient event risk assessment |  |  |  |
| Suitable and sufficient risk assessments from your sub-contractors |  |  |  |

If any of the above information is not included your application may not be considered complete. If this is the case, please explain when the information will be provided or why it has not been included:

……………………………………………………………………………………………………………………………..

…………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………….

**Declaration**

* I confirm that to the best of my knowledge, the information I have provided in my application is correct and as complete as possible.
* I understand that my application will be rejected if I have deliberately given false or misleading information.
* I understand that submission of my application does not mean I have the permission to hold the event and that I may be required to provide more information before permission is granted.
* I agree not to advertise this event in a parks venue until the booking is confirmed or until express permission is given by the Council.
* I agree to fully read, sign and return my contract of hire before the start of my event.
* I agree to pay the hire fee on receipt of invoice.
* If requested, I agree to pay a reasonable bond in advance of my event to protect the Council from financial losses caused as a result of my event.
* I understand that details of my event application, including my contact details, will be provided to other Cardiff Council departments, statutory services, licensing bodies and agencies such as the police, for planning, licensing and safety purposes.
* I understand that I am responsible for obtaining all other necessary licences or permissions required for this event.
* I agree to provide feedback about the event and application process post event on request.

Please tick here to confirm you have read and understood the above declaration: [ ]

Name: ……………………………………………………… Date: ………………………………

The completed application including attachments, should be sent via email to:

parksevents@cardiff.gov.uk.