**CT88: Application To Hold An Event**

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| **Name Of Event:** |  |

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| **Organiser Details** | | | |
| **Name Of Organisation:** |  | | |
| **Event Organiser:** |  | | |
| **Contact Address:** |  | | |
| **Post Code:** |  | | |
| **Tel No.** |  | **Mobile No.** |  |
| **Email:** |  | | |

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| **Event Details** | | | | | |
| **Date Of Event(s):** |  | | | | |
| **Rooms / Facilities To Be Used:** |  | | | | |
| **Description Of Event & Activities To be Undertaken:** |  | | | | |
| **Start Time:** |  | **Finish Time:** |  | **Duration:** |  |
| **Maximum Number Of People Expected:** |  | \*The maximum number of people allowed under the Trust’s Public Entertainment Licence and / or Theatre Licence is:  **Theatre: 306 people**  **Monroes Bar: 200 people** | | | |

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| **Date(s) Premises To Be Occupied:** |  |  |  |  |
| **Date(s) Premises To Be Vacated:** |  |  |  |  |

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| **Event Specifics** | | | |
| Please tick the box if you intend to utilise or permit any of the following at the event(s) to be held. Where applicable please give details of who will be providing the activity, if not you. | | | |
| **Activity** | **X** | **Provider** | **Contact Address or Telephone Number** |
| Portable Staging |  |  |  |
| Market Stalls |  |  |  |
| Live Music\* |  |  |  |
| Live Entertainment\* |  |  |  |
| Alcohol |  |  |  |
| Food / Drink Concessions |  |  |  |
| Auction / Car Boot Sales |  |  |  |
| TV / Broadcasting |  |  |  |
| PA System |  |  |  |
| Electrical Lighting / Equipment |  |  |  |
| Inflatables (eg. Bouncy Castles) |  |  |  |
| Fireworks / Pyrotechnics |  |  |  |
| Stage Effects (eg. Lasers) |  |  |  |
| Sporting Events |  |  |  |
| Re-Enactment Groups |  |  |  |
| Stewarding / Security |  |  |  |
| On Site Communications |  |  |  |
| Barrier / Fencing |  |  |  |
| Lost Children Point |  |  |  |
| First Aid Provision |  |  |  |
| Creche |  |  |  |
| Other (Please Specify) |  |  |  |
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| \*The Hirer will have to comply with any specific conditions and stipulations of the Trust’s Public Entertainment Licence and/or Theatre Licence for the venue if relevant to the event. | | | |

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| **Insurance** |
| Event organisers are required to hold a current policy of insurance in respect of Public Liability/Third Party Risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Trust’s Insurers. Under no circumstances shall this be less than £5 million and the Trust reserves the right to require a higher limit if deemed necessary.  Organisers are required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed/authorised to appear at the event. |

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| **Declarations** |
| 1. I/We\* have Public Liability/Third Party Insurance that will provide cover for the event being applied for. Evidence is attached/will follow\*. 2. I/We\* have completed a suitable and sufficient risk assessment for the event and activities that are to take place. Evidence is attached/will follow\*.   (\*Delete as appropriate)  **NOTE: All documentation must be produced at least 28 days before the event. Failure to comply may result in the Trust refusing to grant permission for the holding of the event.**  **The Trust reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers.**  **On receipt of this form a Contract will be issued, which must be signed and dated – only on receipt of the signed contract will the event be confirmed.** |

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| **Signed:** |  | **Date:** |  |
| **Print Signature:** |  | | |