



EVENTS ON OPEN SPACES APPLICATION FORM

Please note all applications to be received 2 months prior to any proposed event.

EVENT ORGANISERS	
Contact Organisation	
Contact Name	
Contact Phone	
Contact Email	
Job Title/Position	
Contact Address (including postcode)	
Charity Number (if applicable)	
Alternative Emergency Contact Name and Phone	

EVENT DETAILS			
Name of Event			
Proposed Location			
Purpose of Event			
Proposed Date	Arrival		Departure
Set Up Time	Start		End
Clear Up Time	Start		End
Bond Deposit to DPC	£1000		
Event Dates	From		Until
Event Times (weekdays)	Start		End
Event Times (weekends)	Start		End

Details of Event (include details of attractions including stalls, food and drink, animals, staging, generators, music, etc.)

(Events Details Continued)

Community Benefit

Estimated Attendance per day	Staff	
	Public	
Events including live animals	Does your event include live animals?	
	If yes, please provide details	

HEALTH AND SAFETY

The health and safety of people involved in and visiting your event is the responsibility of the event organisers. Please confirm below that you have considered all the provisions necessary to ensure that your event is safe and enjoyable for all.

Item	Description	Copies Enclosed
Public Liability Insurance	Please provide a copy of your public liability insurance. This should cover the dates of your event for a minimum £5million for each incident.	
Risk Assessment	Please provide a full event risk assessment	
Other Certificates	Note: You will be required to provide any other relevant Health and Safety, Entertainment Licences, Food Hygiene, Structural Certificates, etc. to West Northamptonshire Council and other relevant agencies	
Item	Provider (if not known put TBA)	Details (e.g., numbers, roles, certificates)
Stewarding		
First Aid		

REFERENCES

Please provide details for two organisations that will provide references:

Reference 1

Name	
Address	
Email	
Contact	

Reference 2

Name	
Address	
Email	
Contact	

- I understand that the Council will require a bond of £1,000 at least 7 days prior to the event taking place which will be refunded, in full, if the site is vacated in a clean and tidy condition without any damage, and no other costs are incurred (for instance removal of bill posters etc.).

- I further understand that if the site is waterlogged that an event of this nature cannot take place Duston Parish Council has the absolute right to postpone the event without the requirement to pay compensation.
- I understand that should this application be approved we understand that there will be a minimum 6-week gap between ourselves and any other circus/fair booking on the same site.

Signed Name: Date

Please return your completed form and copies of relevant documents and certificates to:

Duston Parish Council, Duston Community Centre, Pendle Road, Northampton, NN1 1DE