



North Walsham Town Council

Application for Events

Organiser _____

Event Place _____ Date _____ Times _____

Nature of Event _____

Rubbish removal organised **YES/NO** Food served: **YES/NO** Portable Toilets: **YES/NO**

TENs licence applied for: **YES/NO** (if **NO** please advise NNDC licensing@north-norfolk.gov.uk of the event at least 28days beforehand, & ask for a copy of our licence & conditions)

Road closure required: **YES/NO** If YES please apply to NCC under the Road Traffic Regulation Act 1984

Risk assessments, insurance documents, and methods of work - all in place **YES/NO**

Electricity required: **YES/NO** (own Generator/Donation to Poppies)

Live Music: **YES/NO** Please inform Performing Rights Society

Local Residents need to be notified 14days prior to event

Please Note: It is not the responsibility of the Town Council to clear up after any event

Signed: _____

Date: _____

Phone: _____

Email: _____

Approved YES/NO (subject to Event Management Plan)

Charge if Applicable £.....

Signed: _____

Date: _____

If approved an Event Management Plan is required - available from our website

Terms and Condition

1. Time of event must be approved and arrangements made for unlocking gates if required.
2. No vehicle should be driven over the main grassed area without prior permission.
3. The Event Committee/Organiser shall take out adequate public liability insurance cover to at least 5 million pounds, fully indemnifying the Council against accidents or injury to third parties and/or damage to third party property.
4. The Organiser shall produce an Event Management Plan including a Health and Safety Risk Assessment, to the Town Council prior to the event. A daily visual risk assessment must also be undertaken.
5. The Memorial Park is to be left in a tidy condition after the event, free from litter and other rubbish. All rubbish should be securely removed from the Memorial Park.
6. All advertising **MUST** be removed after the event has ended
7. For commercial events a fee will be charged. For Charity events this fee maybe waived subject to council approval
8. The Town Council reserves the Right to Stop the Event if regulations are not adhered to

NOTE: A Clean Up/Damage fee will be charged if the park is not cleaned of rubbish immediately following the event, or if any damage occurs during the event to the park.