CITY PARK BOOKING FORM

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| **1. DETAILS OF THE EVENT** |

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| **Event Name** |  |
| **Type of event**  |  |
| **Date of event** |  |
| **Time of event**  |  |
| **Date/time to enter site for****preparation** |  |
| **Date/time the site will be vacated** |  |
| **Organisation name** |  |
| **Event managers name**  |  |
| **Organisation address** |  |
| **Event managers contact number** |  |
| **Event managers email address** |  |
| **Name of second person responsible on site**  |  |
| **Contact number of second person responsible on site**  |  |
| **Has the event manager for this project delivered this event before? If so, please provide details. If not, please provide a brief overview of any previous experience.** |  |
| **If this is not the first time this event has taken place are there any significant changes to your past event?** | Yes No |
| **Location of event within City Park** | **Please note that this needs to be discussed on booking with the events team.****Please explain your proposed location/s and you will be contacted to discuss.** |

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| **Maximum no. of persons expected to attend your event** |  |
|  **101 – 200** **201-500** | . |
|  **501- 1000** **1001-2000** |  |
|  **2001-3000** |  |
| **Target audience e.g. family groups, youths etc** |  |
| **Event Overview** |
| **Yes or No****If you reply yes to any of the below we will be in touch to discuss in more detail****Will there be music at your event? ……****Will there be fairground rides at your event? ……****Will there be food sold or given away at your event? ……****Will there be alcohol at your event? ……****Will there be live entertainment at your event? ……****Will there be temporary structures at your event? ……****Will your event require road closures? ……****Will you require electric power connections at your event? ……** |

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|  **2. DETAILS TO NOTE** |

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| **Electricity supply needed?** | If yes refer to section 5 of the application and section 6 of terms and conditions for full information**. Please note there is a charge for any electricity used at the event.** |
| **Toilets**  | If the city park pavilion toilets are the main toilets for your event please confirm with the team to discuss opening hours. **Please note there is an additional charge for hours outside the standard opening times.** |
| **Big Screen** | Please email Jo Willis if you wish discuss using the city park big screen as part of your event.jo@bradford.film |
| **Licences** | It is the responsibility of the event manager to secure all relevant licences for the the event, this includes managing all costs and timescales. Licences may include but are not limited to:Markets / PRS / TEN / street collection / traders  |
| **Security provisions** **(please provide a brief overview, your full plan should be outlined in your event management plan)** |  |
| **First aid provisions** **(please provide a brief overview, your full plan should be outlined in your event management plan)** |  |
| **Fire Safety Provisions****(please provide a brief overview, your full plan should be outlined in your event management plan)** |  |
| **Lost Children provisions****(please provide a brief overview, your full plan should be outlined in your event management plan)** |  |
| **Waste Management****(please provide a brief overview, your full plan should be outlined in your event management plan)** |  |
| **Onsite vehicle movement plan and off site parking** **(please provide a brief overview, your full plan should be outlined in your event management plan)** |  |

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| **3. Insurance** |

Event Organisers are required to hold a current policy of Insurance in respect of Public Liability or

Third Party risks. Under no circumstances shall this be less **£10 million** and the Council reserve

the right to require a higher limit if deemed necessary.

Organisers will be required to produce evidence of their insurance cover together with that of

Any performers, sub contactor caterers etc, authorised to appear at the event.

**NB All documentation must be produced at least 6 weeks before the event.**

**Failure to comply may result in the council refusing to grant permission for holding**

**the event.**

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| **4. EMERGENCY SERVICES****You are requested to notify all appropriate emergency services, please****indicate contact made** |

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| **Contact** | **Contact**  | **Contact made** |
| **Police** |  |  |
| **Ambulance Service** |  |  |
| **Fire**  |  |  |
| **Licensing**  |  |  |
| **Environmental Health (food and drink)** |  |  |

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| **5. Electricity** |

A full detailed electrical site plan must be supplied 1 week before the event. Single (230v) and three phases (400v) electric supplies are available, to which a charge will be made. All electrical equipment must have a current Portable Appliance Test certificate before it can be plugged into the electric supply. An approved electrical contractor must check that all electrical apparatus is in compliance prior to the electrical supply being switched on. The event organiser must pay the electrical contractor directly for any work carried out.

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| **6. Important Information** |

The Council reserves the right to delay, postpone or cancel any event for which it considers public health and safety has not been given adequate provision or full documentation has not been provided.

The Council reserves the right to delay, postpone or cancel any event in the event of a major national incident which leads to national outcry.

Please note Bradford City Park sits within a Clean Air Zone. Vehicles may be charged for entering this zone and provisions should be made to book and register through the scheme.

<https://www.bradford.gov.uk/breathe-better-bradford/check-if-you-need-to-pay/check-if-you-need-to-pay/>

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| **7. Declaration** |

I confirm that I am over 21 years of age and I agree to comply with the “Booking Conditions of City Park” and will adhere to any additional advice/recommendations made by the Department of Regeneration and Culture and/or members of the Safety Advisory Group.

Checklist: Please ensure that all of the documents listed below are attached to your application form, or indicate when this documentation will follow. All of the information you are asked to provide is essential and failure to do so may result in your application being delayed or refused.

**Signature(s) of Organiser(s)**

**Date**

**Return completed form to:** **eventsteaminfo@bradford.gov.uk**

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| **Confirm that you have undertaken the following terms of the booking** | **Please tick** |
| **Completed section 1 & 2** |  |
| **Enclosed details of Public Liability Insurance**  |  |
| **Agree you will pay the appropriate fee**  |  |
| **Signed declaration in section 7** |  |
| **Enclosed a copy of your risk assessment** |  |
| **Site Plan including electrical layout and details** |  |
| **Signed copy of City Park terms and conditions**  |  |

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| **8. SAG** |

In addition to this booking form please go the link for safety advisory group form and complete the form this will then be distributed to members of the safety advisory group (SAG), however it is your responsibility to contact relevant departments directly to obtain any permission/licenses etc. Please also send a copy to the event team.

<http://www.bradford.gov.uk/emergencies/emergency-management/planning-and-organising-an-event/>

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| **9. Charges** |

**Please note all hire fees are under review and subject to change**

**Service Charge for non-profit/registered charities organisational use of City Park**

**Monday –Thursday fee £80 ex vat per day**

**Friday – Sunday fee £100 ex vat per day**

**I have included the fee for the booking of the agreed City Park space.**

**Signature(s) of Organiser(s)**

**Date**

**Please note all hire fees are under review and subject to change**

**Service Charge for the promotional use of City Park**

**I have included the commercial fee of £500 ex VAT per day for the booking of the agreed City Park Space.**

**Signature(s) of Organiser(s)**

**Date**

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| **10. OFFICE USE ONLY** |

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| **Date received** |  |
| **Checked by** |  |
| **Approved by: signed** |  |
| **Approved by: printed** |  |
| **Date of approval** |  |
| **Notes** |  |