

**LONDON BOROUGH OF BARNET
RECREATION AND PARKS SERVICES**

**APPLICATION
TO HOLD AN EVENT IN A PARK OR OPEN SPACE**

Before completing this form you may find it helpful to talk to a member of staff who deals with Events on 020 8359 7829

APPLICANT

To complete the necessary legal documents (indemnity) we will require the name and address of two persons who will sign the document and take responsibility for the Event.

These persons must represent the organising body.

Deposit cheques against Ground Reinstatement Cost and Fly Posting must be sent in 8 weeks prior to the Event.

NAME OF ORGANISING BODY	
Representative 1	Representative 2
Name:	Name:
Address:	Address:
Telephone No: (Day)	
Telephone No: (Day)	Telephone No: (Day)
Telephone No: (Evening)	Telephone No: (Evening)

It is essential to have at least one day contact number

Please send completed form to:

Leisure and Youth Services
North London Business Park
Building 4
Oakleigh Road South
London N11 1NO

Tel: 020 8359 7829

Fax: 0870 8896806

Email: pat.mansfield@barnet.gov.uk

Event

Name of Park or Open Space:
Whole or part of Park/Open Space:
Address:

Date of Event:
Time of Event:
Set Up/Dismantle dates and times required:

Approximate Number of people expected to attend:
No. Staff and Stewards:

Purpose of Event e.g. Charity (name of
Charity)/Commercial/Community/Other
Please specify)

Have you staged this or a similar Event before?
If **YES** where and when

Details of large/heavy vehicles that will require access

Other relevant information (please use a separate sheet is required)

**General Details: Please complete in full. If there is insufficient space, please continue on a separate sheet.
This application will not be processed unless complete information is provided.**

PLEASE PROVIDE AN EVENT LAYOUT PLAN

Do you propose to			Please give full details use separate sheet if necessary)	Office Use Only	
	YES	NO		Clause No	Comments
Erect tents and/or marquee	YES	NO	Number, size, type and purpose of each		
Erect heavy equipment	YES	NO	Full details including size, type, number and purpose		
Bring vehicles on to the site	YES	NO	Full details including size, type, number and purpose		
Provide toilet facilities	YES	NO	Type of facilities and quantity		
Install power (electricity)	YES	NO	Full details of proposed rig or generator and purpose		
Provide security	YES	NO	Nature of coverage		
Let off fireworks	YES	NO	Full details of display		
Have live music	YES	NO	Full details		
Use amplified equipment	YES	NO	Type, quantity, times, purpose and location		
Have dancing	YES	NO	Full details		
Have licensed drink facilities?	YES	NO	Name and address of Licensee and details of facilities		
Have novelty rides?	YES	NO	Full details (whether animal or mechanical)and operator/owner – please ensure all proposals are included		
Erect side-shows or stalls	YES	NO	Number, size and type		
Hold arena displays	YES	NO	Full details		
Hold sports events/competitions	YES	NO	Type of sports, details of charges and pitch markings required		
Sell or give away as prizes, food of any description	YES	NO	Full details – please note we may not allow certain activities		
Sell any items other than those already mentioned	YES	NO	Full details		
Charge for entry or otherwise restrict public access to the hired area	YES	NO			
Have or do anything not mentioned above	YES	NO			
The Council has limited equipment, which may be available to hire. Organisers will generally need to seek non-Council suppliers					