South Lakeland District Council Event Enquiry Form

Please complete the following form and include any supporting documents.

Once completed email to polly.straker@southlakeland.gov.uk or send to:
NEIGHBOURHOOD SERVICES, South Lakeland House, Lowther Street, Kendal, Cumbria, LA9 4UD

Name of Event: _____

Event Location: _____

Facility Site Required: _____

Event Date: _____

Event Times: _____

Section One – Event Organiser

Name of Organisation: _____

Event Organiser/s: _____

Contact Address: _____

_____

Postcode: _____

Tel No.: _____

Mobile No.: _____

E-mail address: _____

Section Two - Event Description

Section 3 – Event Details

1. What type of event? (Please tick one box)

Non-commercial ☐

Community service event ☐

Commercial ☐

Charity event ☐

If charity event please include Charity Reg. No.: _____

2. Approximate number of people expected to attend? (Please tick one box)

1 – 100 ☐

101 – 500 ☐

501 – 1000 ☐

1000+ ☐

3. Will money be collected? Yes ☐ No ☐

4. Do you intend to utilise or permit any of the following attractions at the event? Please tick the appropriate boxes.

Stewarding/Security	☐	Bonfire/Barbecue	☐
Barrier/Fencing	☐	Fireworks/Pyrotechnics	☐
Live music	☐	Carnival/Procession	☐
P.A. System	☐	Fairground Equipment	☐
Generator	☐	Marquees	☐
Power Supply	☐	Food/Drink Concessions	☐
Toilets	☐	Alcohol	☐
Water	☐	Vehicles (on site)	☐

If you have ticked any of the above, please provide further details below:

5. You must have public liability cover.
Please include a copy of your Public Liability Insurance with this form.

Please state Policy No. and Level: _____

Expiry Date: _____

6. Do you have a risk assessment in place? Yes ☐ No ☐

If yes please include a copy with this form.

Damage Deposit:

There will be no charge for the hire of the park/open space, but we may require a damage deposit. We will get back to you regarding the total amount of this, determined after the other details above are received. Any payment is usually in the form of a cheque, which is held securely and only cashed after the event if any reinstatement to the grounds is required. This would only take place following a discussion with yourself.

Cheques should be made payable to S.L.D.C.

I apply for hire of the above mentioned facility and I accept that until confirmed by the Council, the booking is provisional only, I confirm that I have received and read the Council's Conditions of Use/Hire and agree to observe the said Conditions throughout the hire period. I hereby indemnify South Lakeland District Council against any claim for loss or damage to persons, personal belongings and the site during the period of hire, however caused, except directly arising out of the negligence of the servants and/or employees of South Lakeland District Council. I am over 18 years of age.

Signed: _____

Print Name: _____

Date: _____