

South Lakeland District Council Event Enquiry Form

Please complete the following form and include any supporting documents.

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

Name of event:

Event location:

Area of site required:

Event Date(s):

Include all dates you
need access to the site

Event Times:

Include your arrival and
departure times on site

Section One – Event Organiser

Name of
Organisation:

Event Organiser/s:

Contact Address:

Postcode:

Tel No.:

Mobile No.:

E-mail address:



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Section Two - Event Description

What type of event? (Please tick one box)

Non-commercial

Community

Commercial

Charity

If charity event please include Charity Reg. No.:

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

1 – 20

21 – 100

101 – 249

250 - 499

500 – 999

1000+

Will money be collected? If yes, you may need to apply to the council's Licensing team to obtain a Street Collection Licence. For further details please visit <https://www.southlakeland.gov.uk/business-and-trade/licensing-and-permits/street-collections/>

Yes

No

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

Stewarding/Security Bonfire/Barbecue

Barrier/Fencing Fireworks/Pyrotechnics

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- | | | | |
|---------------------------|--------------------------|---|--------------------------|
| Amplified Music | <input type="checkbox"/> | Carnival/Procession | <input type="checkbox"/> |
| P.A. System | <input type="checkbox"/> | Fairground/Play/Sports Equipment | <input type="checkbox"/> |
| Generator | <input type="checkbox"/> | Marquees | <input type="checkbox"/> |
| Power Supply | <input type="checkbox"/> | Food/Drink provision (for sale or free) | <input type="checkbox"/> |
| Portable Toilets | <input type="checkbox"/> | Alcohol (for sale or free) | <input type="checkbox"/> |
| Bouncy Castle/Inflatables | <input type="checkbox"/> | Vehicles (on site) | <input type="checkbox"/> |

Please note that we cannot permit a mass release of balloons or the use of Chinese lanterns or similar types of lanterns at any event.

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

Please provide a description of your event below.

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**You must have public liability cover, with at least £5 million of indemnity.
Please include a copy of your Public Liability Insurance with this form if you have it.**

Please state Policy No. and level
of indemnity:

Expiry Date:

A risk assessment is required for any event held on SLDC land. It must cover any and all risks associated with the event, the hazards those risks pose and how they will be mitigated. Do you have a risk assessment in place?

Yes

No

If yes please include a copy with this form.

Damage Deposit:

If you are not holding a commercial event 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:
