

NORTHAMPTON BOROUGH COUNCIL

This application form is to be completed if an organiser wants to
hold an event/activity in Market Square, Northampton

PLEASE COMPLETE THIS APPLICATION FORM IN BLOCK CAPITALS		
EVENT TITLE		
PROPOSED DATE/S		Office use only
EVENT TIMES	Start	Finish
DESCRIPTION OF EVENT		
TYPE OF EVENT eg commercial/charity/public		
ATTRactions AT EVENT eg fireworks, live music, fairground equipment, food and drink		
ESTIMATED ATTENDANCE	Participants per day	Spectators per day
ADDITIONAL SERVICES REQUIRED eg technical equipment, power, water, litter pick		
ORGANISING BODY		
CONTACT NAME		
POSITION/JOB TITLE		
PHONE NO/EMAIL		
CONTACT ADDRESS		

FEEs	There may be a charge for hire of Market Square and/or services, additional technical equipment and reinstatement costs.
HEALTH AND SAFETY	<p>The Health & Safety of people involved in and visiting your event is the responsibility of the Event Organiser. The Borough Council needs to confirm that you will be addressing each of these issues with the diligence they require and that you will adhere to our terms and conditions of hire.</p> <p>At the next stage of your application we will require completed risk assessments for the event as a whole, for each contractor/supplier employed on the event, evidence of Public Liability Insurance for the duration of the event and all other relevant documents including but not limited to food hygiene/safe structure certificates/ADIPS.</p> <p>PLEASE READ THE SECTIONS BELOW CAREFULLY</p>

PUBLIC LIABILITY INSURANCE	In order to indemnify the Borough Council against any insurance claims you will need to arrange with your insurers to have Public Liability Insurance Cover for the period of your event, to the value of £5,000,000. NB: This is not the same as Employer's Liability. Please consult your insurer for further information.
STEWARDING	You will need to provide suitable stewarding arrangements Please tell us who this service is provided by: Name: Contact Tel:
FIRST AID PROVISIONS	You will need to provide adequate first aid provisions Please tell us who this service is provided by: Name: Contact Tel:
DISABLED ACCESS	Have you considered access arrangements for those with disabilities? Please give information on arrangements:

ENQUIRIES	If you require any information regarding this application form, please contact the Market Square events team on 01604 838555 or marketsquareevents@northampton.gov.uk
<p>I agree to abide by the Northampton Borough Council Events Terms & Conditions and Health & Safety requirements and I am fully aware that any breach of these conditions could lead to me not being allowed to organise an event on Borough Council land now or in the future.</p> <p>I also understand that I must comply with any recommendations made by the Northampton Safety Advisory Group and any of its members.</p> <p>I understand that I am responsible for the Health & Safety of those participating in and visiting this event.</p> <p>I have considered all the provisions necessary to ensure the event is safe and enjoyable for all and at the next stage of my application will provide Risk Assessment/s and evidence of Public Liability Insurance with regard to this event.</p>	

NAME (BLOCK CAPITALS)		DATE OF APPLICATION
SIGNATURE		

What happens now?	<p>Please email this completed application form to marketsquareevents@northampton.gov.uk and send a signed copy by post to Market Square Events Team, Cliftonville House, Bedford Road, Northampton, NN4 7NR.</p> <p>On receipt of this form one of our events team will contact you to discuss the next step of your application. If you do not hear that your form has been received within two weeks please email the above address or phone 01604 838555.</p> <p>Please note that while the Borough Council and the Market Square Events team will assist you in all aspects of your event planning, there is no guarantee your event will take place.</p>
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USEFUL CONTACTS:

For advice regarding:	Please contact:
Food and Safety	01604 838000
Licensing	01604 838711
Fire Risk Assessment (inc. site and emergency plans, required for any licensed event)	Fire Inspection team 01604 797101