

Nocton Parish Council

Community Event Application Form

Event Organiser Details

Name of Organisation: _____

Name of Event organiser: _____

Contact Address (inc. postcode): _____

Daytime telephone no: _____

Evening telephone no: _____

Mobile no: _____

Email: _____

Have you organised an event before: (delete as applicable) Yes / No

If yes, please give details: _____

Event Activities

Name of Event: _____

Event Site: _____

Description of Event Planned: _____

Event days and times including set up and take down times:

Date	Arrive on Site	Event Start	Event Finish	Leave Site

Nocton Parish Council

Community Event Application Form

Approx. number of people expected to attend/participate in your event:

Participants & Organisers:	
---------------------------------------	--

Visitors & Spectators:	
-----------------------------------	--

Contact details on site during event:

Event Organiser - Mobile no: _____

Event Deputy - Mobile no: _____

Type of Event (please tick one box only)

Registered Charity Event

Non-Registered Charity Event

Commercial Event

Not-for-Profit Event

Name of Charity (if applicable): _____

Charity Registration No: _____

What proportion of income will go to the charity?

Is the event open to the public? Yes / No

In entry by donation? ^[1] Yes / No £ _____

Are you charging an admission fee? ^[1] Yes / No £ _____

Are you selling programmes? ^[1] Yes / No £ _____

^[1] If "Yes" how much?

Is the event sponsored? Yes / No

If "yes" by whom: _____

Nocton Parish Council

Community Event Application Form

Event Activities

Activities at Your Event (delete those not applicable)

Sale of alcohol

Live music performance

Facilities for music making

Playing of recorded music

Facilities for dancing

Performance of a dance

Performance of a play

Showing of a film

Boxing or wrestling

Raffle / Lottery

Charity collection

Late night refreshments

Animals (Display + Activities)

Food and non-alcohol stalls

Fairground rides

Children's rides and attractions

Fireworks, laser or pyrotechnics displays.

Model aircraft flying displays.

Marching bands

Re-enactment groups

Bonfire

Barbecue

Henna Tattoos

Face Painting

Market stalls/merchandising

Sports event

Any other events or attractions not listed above?

For attractions listed in *red* you may need to apply for a Temporary Events Licence (TENS), or a club licence may need to be extended. Contact North Kesteven District Council Licensing Department for advice on 01529 414155. Stalls selling food will need to comply with Food Hygiene Regulations, further advice is available from North Kesteven District Council Environmental Health Department.

Attractions in *blue* are safety critical. The Parish Council will need sight of all relevant risk assessments, safety certificates for rides and liability insurance. It is unlikely that the Parish Council will give permission for any event that involves fireworks or pyrotechnics, unless they are run by a professional company. Model aircraft flying displays are high risk and unlikely to be approved. Bouncy Castles and similar will not be approved.

Important - Do not book or commit to any financial expenditure until the Parish Council has given outline approval for your event.

Final approvals will not be confirmed until close to the event date by when you will have been expected to have complied with all of the Parish Councils event organisation requirements.