

**SOHAM TOWN COUNCIL**  
Event Application Form

Name of event			
Location of event			
Date of event			
Event start time		Event finish time	
Event website			

**Organiser Details**

Name of organisation	
Contact name	
Phone	
Email	
Event public enquiries contact number	

**Event details**

Brief outline of event programme and proposed activities	
Approximate number of people to attend	
Age profile of audience (e.g. families)	
Is the event free?	Yes No (please delete as appropriate)
Is the organisation a registered charity?	Yes No
Will any income raised be donated to charity?	Yes No
If yes to either of the above, please give name and registration number of charity:	
Date/time to enter site for preparation	
Date/time the site will be vacated after the event	
Possible alternative site(s)	
Possible alternative date(s)	

Have you held this event before?	Yes No (please delete as appropriate)
Has the event changed at all?	Yes No
If yes, please give details of changes:	

**Do you intend to have any of the following? Please tick relevant boxes and provide brief details overleaf**

Sale or supply of alcohol *		Music *	
Exhibition of film or performance of dance *		Food and drink stalls	
Fairground rides or inflatables		Barriers / fencing	
Temporary stage		Marquees	
Bonfire / fireworks / pyrotechnics		Lasers	
Amplified speech / PA system		Parking prohibition *	
Carnival / procession		Banners or posters	
Portable power supply		Road closure / traffic diversion *	
Motor vehicles		Animals	
Aircraft / parachutists		Balloon launch	
Any other activities not identified above			

\* Please note that applications for licences for these activities may take up to 8 weeks to be processed

Please provide further details for any activities TICKED above:

Please provide details of toilet and sanitary facilities:

Please provide details of method to be used to dispose of waste from the event:

Please provide details of car parking provision and how this will be managed:

Please give details of first aid provision:

Please give details of fire safety provision:

Please also details of any external contractors and/or concessions proposed to work at the event

(unless otherwise noted within this form:

Please indicate whether the following documentation (where relevant to your event) is being submitted with this application form (please tick if included):

Documentation	Included	Documentation	Included
Event plan		Insurance	
Site or route plan		Emergency plan	
Medical plan		Fire risk assessment	
Other (please specify)			

Site plans should include the positions of any stalls, stages or structures, toilets, first aid points, access and egress routes for emergency vehicles, car parking etc. For carnivals/parades, a route plan showing the location of marshalls should be provided. Please note that the council Office should be immediately informed of any additional proposed inclusions/additional items/activities after this application form has been submitted.

You may be requested to provide more details and/or attend a meeting of the Communities Amenities Committee prior to decision regarding your application