



PARKS AND OPEN SPACES  
APPLICATION FORM  
FOR PRIVATE EVENTS  
WITHIN THE  
LONDON BOROUGH OF HOUNSLOW

# Application Form

## Client Information

Contact Name		Tel:	
Invoice Address:		Fax:	
		Mobile Tel:	
		Email:	

## 3<sup>rd</sup> Party Contractor

3<sup>rd</sup> Party Contractor information must relate to the external company hired to organise the event on behalf of the Client

If this is not applicable, please tick here  and continue to Event Information

Company:		Registration No:	
Address:		Direct Tel:	
		Fax:	
Contact Name:		Mobile Tel:	
Position:		Email:	

## Event Information

Event Name:	
**Purpose of Event:	
Site Manager (if different than contact name)	
Park Requested:	

\*\* Please note there are no parks in the Borough that carry a civil ceremony licence

### Set-up:

Date(s):		Start and Finish Time:	
----------	--	------------------------	--

### Event:

Date(s):		Open and close Time:	
----------	--	----------------------	--

### Breakdown/ Clear-up:

Date(s):		Start and Finish Time:	
----------	--	------------------------	--

**Brief description of the event:** Please give as much information as possible as this will be vital when requesting event authorisation from relevant parties.

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---

Possible alternative park(s):	
Possible alternative date(s)	

**It is not permissible to advertise or invite guests to the event before the contract has been signed, returned together with the terms and conditions and relevant deposit.**

**Will your event include any of the following? If yes please tick the appropriate box(s):**

<input type="checkbox"/> Fireworks / Pyrotechnics	<input type="checkbox"/> Filming / Broadcasting
<input type="checkbox"/> Carnival / Procession	<input type="checkbox"/> Alcohol (sold or served)*
<input type="checkbox"/> Fairground Equipment	<input type="checkbox"/> Food / Drink Concessions
<input type="checkbox"/> Balloon Launch	<input type="checkbox"/> Marquees
<input type="checkbox"/> Motor Vehicles	<input type="checkbox"/> Market Stalls
<input type="checkbox"/> Inflatables (e.g. bouncy castles)	<input type="checkbox"/> Public Address System
<input type="checkbox"/> Portable Staging	<input type="checkbox"/> Live Animals
<input type="checkbox"/> Toilets	<input type="checkbox"/> First Aid
<input type="checkbox"/> Stewarding / Security	<input type="checkbox"/> Barriers / Fencing
<input type="checkbox"/> On-site Communications	<input type="checkbox"/> Power Supply / Portable Generator (must be diesel-fuelled)
<input type="checkbox"/> Litter Collection	<input type="checkbox"/> Water (not available at all sites)
<input type="checkbox"/> Advertising	<input type="checkbox"/> Live Entertainment / Live Music
<input type="checkbox"/> Collection for charity	<input type="checkbox"/> Lighting
<input type="checkbox"/> Constructed Stage	<input type="checkbox"/> Bonfire
<input type="checkbox"/> Lost children point	<input type="checkbox"/> Hot food/drink between 11pm and 5am
<input type="checkbox"/> Hot air balloon	<input type="checkbox"/> Raffle/ draw
<input type="checkbox"/> Sports games/ activities	

**NB As part of your event plan, information is required in writing regarding your arrangements for all items above.**

**\* Please specify if you are selling or serving alcohol at the event**

Other (please specify below)

---



---

Please note all parks and open spaces within the London Borough of Hounslow, therefore if you require exclusive use of an area within a park, barrier/fencing together with security will be required. John Laing takes no responsibility for uninvited members of the public wishing to access any part of the park including any fenced off areas.

Please supply as much information as possible on all of the items above. After this application has been submitted, no additional items may be included without the express consent of the appropriate department.

Will there be any sort of trading at the event? If so, please complete the following:

### Traders

Types of traders sought (Please list all types of trades)	
Types of items to be sold	

Do you anticipate the need for:

- |   |   |
|---|---|
| <input type="checkbox"/> Road closures      | <input type="checkbox"/> On street parking restrictions |
| <input type="checkbox"/> Traffic diversions | <input type="checkbox"/> Car park/ parking bay closures |

### Audience

No of Invited Guests:	
Open/closed to members of the public:	
Expected no of attendees:	

Please note JLIS cannot guarantee exclusive use of the hired park/area.

Please thoroughly read the terms and conditions before submitting this application form to ensure you are aware of all the requirements should your application be approved.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete, sign and return this application form to:  
The Events Team, John Laing Integrated Services, 2<sup>nd</sup> floor Centre Space, The Treaty Centre, High Street, Hounslow TW3 1ES

**NOTE: The event space requested on this application form is not confirmed until a contract has been submitted by John Laing Integrated Services and has been signed with the terms and conditions and returned by the client with the required deposit.**