



WEDDING VENUE
APPLICATION FORM
FOR THE
LONDON BOROUGH OF HOUNSLOW

Application Form

Client Information

Groom Name:		Bride Name:	
Organiser Name: (if different from groom/bride)		Address:	
Direct Tel:		Mobile Tel:	
Email:		Fax:	

3rd Party Contractor – Wedding Planner

3rd 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:	

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

<ul style="list-style-type: none"> <input type="checkbox"/> Fireworks / Pyrotechnics <input type="checkbox"/> Carnival / Procession <input type="checkbox"/> Fairground Equipment <input type="checkbox"/> Balloon Launch <input type="checkbox"/> Motor Vehicles <input type="checkbox"/> Inflatables (e.g. bouncy castles) <input type="checkbox"/> Portable Staging <input type="checkbox"/> Toilets <input type="checkbox"/> Stewarding / Security <input type="checkbox"/> On-site Communications <input type="checkbox"/> Litter Collection <input type="checkbox"/> Advertising <input type="checkbox"/> Collection for charity <input type="checkbox"/> Constructed Stage <input type="checkbox"/> Lost children point <input type="checkbox"/> Hot air balloon <input type="checkbox"/> Sports games/ activities 	<ul style="list-style-type: none"> <input type="checkbox"/> Filming / Broadcasting <input type="checkbox"/> Alcohol <input type="checkbox"/> Food / Drink Concessions <input type="checkbox"/> Marquees <input type="checkbox"/> Market Stalls <input type="checkbox"/> Public Address System <input type="checkbox"/> Live Animals <input type="checkbox"/> First Aid <input type="checkbox"/> Barriers / Fencing <input type="checkbox"/> Power Supply / Portable Generator (must be diesel-fuelled) <input type="checkbox"/> Water (not available at all sites) <input type="checkbox"/> Live Entertainment / Live Music <input type="checkbox"/> Lighting <input type="checkbox"/> Bonfire <input type="checkbox"/> Hot food/drink between 11pm and 5am <input type="checkbox"/> Raffle/ draw
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NB As part of your event plan, information is required in writing regarding your arrangements for all items above.

Other (please specify below)

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.

Audience

Anticipated Guest Profile:	
Expected no of Guests:	

Do you anticipate the need for:

- Road closures
- On street parking restrictions
- Traffic diversions
- Car park/ parking bay closures

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:
John Laing Integrated Services, 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.

Please complete and return this form to:

John Laing Integrated Services
The Treaty Centre
High Street
Hounslow TW3 1ES
Ph: 0845 456 2796
Fax: 0845 456 2773
Email: Hounslow-info@laing.com