



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

# Application Form

## Client Information

Company/Charity/Club Name:		Private/Public/Charity:	
Invoice Address:		Registration No: Charity or Company	
Contact Name:		Direct Tel:	
Position:		Fax:	
Email:		Mobile Tel:	

## 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)			
Contact number for public enquiries			
Park Requested:		Location in park required:	
1 <sup>st</sup> / Repeat Event:			
If repeat, frequency:			
If repeat, No of events thus far:			
If repeat and different location previously used, name of location:		Reason for changing location:	

### Set-up:

Date(s):		Start and Finish Time:	
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### Event:

Date(s):		Open and close Time:	
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### Breakdown/ Clear-up:

Date(s):		Start and Finish Time:	
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**Brief description of the event:** Please give as much information as possible as this will be vital when requesting event authorisation from relevant parties.

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**It is not permissible to advertise or market 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
<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.**

Other (please specify below)

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**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.**

## Traders

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

## Sports

If the event requested is of a sporting nature or will have any sporting activities, please tick which of the following are relevant:

- |                                   |                                |
|-----------------------------------|--------------------------------|
| <input type="checkbox"/> Football | <input type="checkbox"/> Rugby |
| <input type="checkbox"/> Cricket  | <input type="checkbox"/> Other |

If Other is selected, please specify activity: \_\_\_\_\_

Are either of the following required:

- |   |  |
|---|--|
| <input type="checkbox"/> Changing Rooms | <input type="checkbox"/> Shower facilities |
|---|--|

## Audience

Target Audience	
Anticipated Audience Profile	
Expected no of attendees:	

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 |

**Please provide the following information: You may use information from a previous event, or estimated figures. This information will be used strictly for our own monitoring requirements: Please note that estimated numbers should equal the approximate number of people expected to attend the event.**

<b>Ethnic Groups</b>	<b>Estimated Numbers</b>
Asian or Asian British	
Black or Black British	
Chinese	
White	
Other	
<b>Gender</b>	<b>Estimated Numbers</b>
Male	
Female	
<b>Age</b>	<b>Estimated Numbers</b>
0 – 10	
11 – 19	
20 – 59	
60 +	
<b>Disability</b>	<b>Estimated Numbers</b>
Yes	

**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, 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.**