

CITY OF
WOLVERHAMPTON
COUNCIL

Events in parks or on Council owned open spaces – booking form

Event Details and application

Name of your event:

Name of site:

Exact location of land required
(please include plan/
layout of event)

Please note. If your event is taking place in West Park you MUST allow access via the pathways for Park Run and Walking For Health which take place on Saturday and Sunday mornings. Pathways cannot be blocked with fencing.

Preferred date(s) of event:

Arrival date AND time for set up:

Departure date AND time from site:

Preferred event running times: Start: am/pm Finish: am/pm

Description of event:

Objectives of event:

.....

.....

Estimated attendance:

Price list to 31 December 2019

Administration & booking fee (applicable to ALL bookings)	£60
Events ... Field Hire	
Per day ... weekdays	£215
Per day ... weekends	£430
Commercial Events – per day	£550
Bandstand (West Park, East Park & Hickman Theatre)	£120

The events team reserve the right to recharge the organiser at cost for the following items where applicable:

- Use of water/electricity
- Litter removal and reinstatements if required both inside and outside the park
- Overtime of parks staff

Event Application and Event Organisers Agreement

I am requesting permission to bring on site the following items: (Please tick all that apply)

- Fairground rides
- Water supply
- Catering facilities
- PA system
- Market stalls
- Stewarding/security – please indicate numbers here
- Electricity supply (Diesel generators only)
- Licensed bar
- Marquees
- Live entertainment
- Toilets – In the event that there is no park ranger available it may be necessary for you to arrange portable toilets or to pay an additional fee to ensure a ranger is on site. If this is a large event – provision of portable toilets is an essential in any event. If you are bringing in portable toilets please indicate how many here

Do you anticipate using any of the following? (Please tick all that apply)

- Room/building
- Field(s)
- Paths
- Other (please specify)

Will you be using a vehicle(s) during the event?

(Please note the speed limit on ALL sites is restricted to 5mph with hazard lights on)

If yes, please specify (eg car/heavy vehicles/weight/length/width etc).

.....

Have you considered parking arrangements for the event? Please advise

.....

.....

It is a condition of using Council land that an event application is submitted to the Council Public Event Safety Advisory Group – has this been done? YES / NO

Advertising in unauthorised locations is not permitted. For information on fly posting please visit: <http://www.wolverhampton.gov.uk/article/12390/Flyposting> to Displaying an advertisement in contravention of the Regulations is an offence; for more information, contact the Planning Department on 01902 556026 or at planning@wolverhampton.gov.uk.

Details of Event Organiser

Is this organisation a charity / non-commercial / commercial organisation (highlight as appropriate)? If a registered charity, please state registered number:

.....

Name of organisation:

Event organiser:

E-mail address:

Address:

Daytime Tel No:

Contact representative on day of event:

Name:

Contact details:

If you wish to add any further information, please attach a separate sheet.

Event Organisers Agreement

The section below is to be signed by the Event Organiser and is to confirm that you have read, understood and agree to the Terms and Conditions for hiring parks and City of Wolverhampton Council-owned open spaces. Please note that the use of the site is subject to availability of the site, recommendations of the parks team and the discretion of the City Events Manager.

Signature of Event Organiser:

Name (Block Capitals):

Date:

Terms and Conditions for hiring parks and City of Wolverhampton Council-owned open spaces can be found here:



Terms and
Conditions for hirin