

North Lincolnshire Park Booking Enquiry Form

(Events of 1 day or less duration)

Date(s) of Event _____

Access Start Date/ Time _____ Access Finish Date/Time _____

Public Start Date/Time _____ Public Finish Date/Time _____

Park Required _____

Name of Event _____

Event Description:

- | | |
|--|---|
| <input type="checkbox"/> Charity event | <input type="checkbox"/> School/college event |
| <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Sporting event |
| <input type="checkbox"/> Fetes, festivals, carnivals and galas | <input type="checkbox"/> Other (please specify):
_____ |
| <input type="checkbox"/> Fireworks display and/or Bonfire | |
| <input type="checkbox"/> Inflatables | |

Name and address of Organiser (e.g. Community group, Residents Association, company or individual) If an organisation is being named please provide details of a lead contact person)

Organisers Contact Address (including postcode)

Contact telephone numbers: Landline _____ Mobile _____

Email Address _____

Check list

Please find below the documents we require you to include

- | | | |
|---|----------|--------------------------|
| A copy of your Public Liability Insurance Schedule | Included | <input type="checkbox"/> |
| A copy of any relevant certification depending on the event (see list over sheet) | Included | <input type="checkbox"/> |
| A risk assessment for the event | Included | <input type="checkbox"/> |
| A site plan of the event | Included | <input type="checkbox"/> |

Please send this completed form, together with any supporting documentation to:

highway.maintenance@northlincs.gov.uk

Highways & Neighbourhood Services, 8-9 Billet Lane, Scunthorpe, North Lincolnshire, DN15 9YH

For Office Use	Signed:
Approval Given – Y/N	Comments:
Date:	

Additional Information

Do you intend to supply alcohol at your event? You may liquor licence from Licencing Team contact them on 01724 297750 or email licensing@northlincs.gov.uk

Are you providing entertainment including live or recorded music/performances/film/boxing or wrestling ?

You may need a public entertainment licence from Licencing Team contact them on 01724 297750 or email

licensing@northlincs.gov.uk

Are you serving food? You will need to check outside caterers have sufficient insurance and are trained to at least 'basic food hygiene' level. Or if you are planning to do the catering yourself contact Food & Safety Team on 01724 297561 or email food.safety@northlincs.gov.uk

Event Safety Advisory Group (ESAG) – this group has been set up to provide advice and guidance to organisers of public events (it is made up of Council, Police, Fire and Ambulance services). To contact the group email food.safety@northlincs.gov.uk, an Event Notification Form can be found on the North Lincolnshire Council website page - <http://www.northlincs.gov.uk/planning-and-environment/environmental-health/workplace-and-public-safety/event-safety-advisory-group-esag/>

Baysgarth Park Only – there are toilets that could be opened and used for the event, at an additional charge

Certification/Evidence required

Coin Operated Children's Rides – Declaration of Operational Compliance (DOC), Initial Test Report and Annual Test Report if over one year old.

Inflatables – Certification for person/s to erect and operate from National Association for Leisure Industry (NAFLI), Inflatable Play Manufacturers Association inspection Scheme (IPMA) or Amusement Devices Inspection Procedures Scheme (ADIPS). Also identification numbers for each inflatable to ensure it has been inspected via the Performance Textiles Inflatable Play Accreditation (PIPA) Scheme.

Fairground/Amusement Equipment – Certification (ADIPS or other type) for each device

Fireworks – Trained persons certification to carry out pyrotechnic work

Temporary demountable structures – Competent persons accredited by a relevant accreditation body (such as the Marquee Users Technical Accreditation MUTAmarg)

Trampolines – Operators must be members of the British Gymnastics Association