



Somerton Recreation Ground Event Application Form

Thank you for your enquiry about hosting an outdoor event at Somerton Recreation Ground. It is important that you complete every applicable section of this Event Application Form as the more information you provide the quicker we can process your application.

If your application is approved you will receive confirmation of consent plus a copy of our Terms and Conditions for you to sign and return before the date of your event. Please make sure that the person in charge of the event carries the confirmation of consent whilst on site.

A refundable damage deposit of £500 will be charged in all cases for commercial hire and a bond from the Voluntary and Community Sector. Details of which will be found on the 'Terms and Conditions' which will be sent out if the event is approved.

Should you require any further information, contact Fred Bassett on 079238699760. Please return the completed application form via email to somertonrecreationground@gmail.com

PLEASE NOTE – This application form should be submitted at least 4 weeks before the date of your event.

1. Name of main Event contact person:
2. Position:
3. Organisation name:

Address:

Telephone number:

Mobile number:

Email address:

Website:

4. Acting on behalf of (product / service) if applicable:

5. Date of proposed event:

- a) Start time of event
- b) Finish time of event
- c) Date and time of arrival on site (get in/build)
- d) Date and time of site departure (get out)

6. Number of people expected to attend the event:

6a. Number of agents / staff attending:

7. Event details:

7a. Name of event:

7b. Purpose of event

7c. Provide a description of the proposed event – including all activities/elements of the event (please provide as much information as possible):

8. Please provide a SITE PLAN which shows the location of all activities and infrastructure. This should include where applicable:

The location of stalls, rides, apparatus, main arena, displays.

Access: Disabled access and any areas to be kept clear for access for safety reasons / emergency access.

First aid posts and ambulance parking site (if applicable).

Toilet accommodation including provision for disabled persons.

Generators and other power supplies

Storage provision for fuel (if applicable).

Seating / standing areas, marquees and tents etc.

Headquarters /event control area - an area or structure from which the Event will be controlled by the site manager.

9. Vehicle access

Please provide details of any vehicles requiring access to the site:

Registration Number

Type of vehicle

Approximate weight

10. Insurance cover – Public Liability Indemnity cover

Commercial event organisers are required to have £10 million Public Liability Indemnity (PLI) cover.

Voluntary and Community Sector not-for-profit organisations are required to have a minimum of £5 million PLI cover, but this may need to be increased to £10m depending on the nature and scale of the event.

Do you have the necessary cover?

YES - Please send a copy of the certificate with your application form

NO - If No, please indicate when this will be available/sent _____