CITY PARK BOOKING FORM

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| **1. DETAILS OF THE EVENT** |

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| **Event Name** |  |
| **Type of event** |  |
| **Date of event** |  |
| **Time of event** |  |
| **Date/time to enter site for**  **preparation** |  |
| **Date/time the site will be vacated** |  |
| **Organisation Name** |  |
| **Organisers name** |  |
| **Address** |  |
| **Contact number** |  |
| **Email address** |  |
| **Name of person responsible on site (Event manager)** |  |
| **Contact number of event manager** |  |
| **Has this person delivered this event before? If so, please provide details. If not, please provide a brief overview of any previous experience.** |  |
| **If this is not the first time this event has taken place are there any significant changes to your past event?** | Yes If yes please state  No |
| **Location of event within City Park/Centenary Square** | **Please note that this needs to be discussed on booking with the events team.**  **Please explain your proposed location/s and you will be contacted to discuss.** |

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| **Maximum no. of persons intended to be admitted to event** |  |
| **101 – 200**    **201-500** | Your event is classed as a small event - you will need to submit this application form at least 6 weeks advance. |
| **501- 1000**  **1001-2000** | Your event is classed as a medium event - you need to submit this application form at least 3 months in advance |
| **2001-3000** | Your event is classed as a large event - you need to submit this application with at least 4 months notice |
| **Target audience e.g. family groups, youths etc** | e.g. family groups, youths etc |
| **Full details of the event**  **(including any entertainment, displays, fireworks, inflatable, stalls, music, electrical layout details etc)**  **(Use separate sheet if necessary)**  **(Please note that we do not allow bouncy castles or fairground rides and the space is not suitable.)** | |
| **Will there be live or pre recorded music at your event? Yes No**    **If so it is your responsibility to apply for a PRS license, please follow the link below:**  [www.**prsformusic**.com](http://www.prsformusic.com)  **Please see terms and conditions section 1.3 and 1.8 for more information.** | |

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| **2. DETAILS OF ANY PROVISIONS  *Please use extra sheet(s) as necessary*** |

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| **Temporary structures**  **(Inc. staging, rides, stalls, marquees, and any structures over 15m**²**)** |  |
| **Temporary road/highway closures**  **(inc. footways & carriageways)** |  |
| **PA System** |  |
| **Lighting** |  |
| **Electricity supply needed?**  If yes refer to section 5 of the application and section 6 of terms and conditions for full information**. There is a charge for any electricity used at the event.** | Yes Requirements:  No |
| **Water supply required?**  **(Water provisions must be pre-booked if a standpipe is required)** | Yes Requirements:  No    **The event organiser is expected to provide their own hose.** |
| **City Park toilets required?**  **(**PLEASE NOTE – the use of City Park toilets post 19:00 on event days will incur an additional cost. Please complete your requirements and the team will come back to you with final costs for the use of City Park |  |
| **Big Screen**  **Please email Jo if you wish discuss using the Big Screen as part of your event.**  [**jo@bradford.film**](mailto:jo@bradford.film) |  |
| **Security provisions**  **(police and stewards)** |  |
| **First aid provisions**  **(Inc. numbers & qualifications)** |  |
| **Fire Safety Provisions**  **(Inc. equipment & training)** |  |
| **Lost Children provisions** |  |
| **If you intend to sell or serve food or drink at your event you are required too.**  **(Contact Environmental Health Food Safety Officer and Licensing to discuss a trading license) See section 4.**  **Please note that ice cream vendors will not gain approval to trade in City Park** |  |
| **Will alcohol be available to the public at your event?**  **(Premises Licence required)** |  |
| **Market Licence**  **(If the event involves a market has a licence been applied for/ granted?)** |  |
| **Will a street collection be taking place?**  **Licence required, please see terms and conditions section 2.2 for full information.** |  |
| **Describe what waste management arrangements you are providing at your event. How will you be collecting removing any litter? Will you be recycling waste?** |  |
| **Sanitary conveniences**  **(male/ female/ disabled)**  **Pavilion toilets are open during the day, additional City Hall toilets need to be requested and have an additional charge.** |  |
| **Will public transport be affected**  **(yes/no) + service numbers** |  |
| **Have you advised attendees on off site parking?**  **(Parking is not permitted within City Park)** |  |
| **Other (insurance etc.)** |  |

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| **3. Insurance** |

Event Organisers are required to hold a current policy of Insurance in respect of Public Liability or

Third Party risks. Under no circumstances shall this be less **£10 million** and the Council reserve

the right to require a higher limit if deemed necessary.

Organisers will be required to produce evidence of their insurance cover together with that of

Any performers, sub contactor caterers etc, authorised to appear at the event.

**NB All documentation must be produced at least 6 weeks before the event.**

**Failure to comply may result in the council refusing to grant permission for holding**

**the event.**

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| **4. EMERGENCY SERVICES**  **You are requested to notify the Police and other appropriate emergency services, please**  **indicate contact made** |

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| **Contact** | **Contact** | **Contact made** |
| **Police** | **Via SAG Form and contact Neighbourhood Policing team City Hall tel:101 extension 23767** |  |
| **Ambulance Service** | **Via PSLG Form** |  |
| **Fire** | **Via PSLG form** |  |
| **Licensing** | **Elizabeth Flynn - 01274 432240**  [licensingteam@bradford.gov.uk](mailto:licensingteam@bradford.gov.uk) |  |
| **Environmental Health (food and drink)** | **01274 431000** |  |

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| **5. Electricity** |

A full detailed electrical site plan must be supplied 1 week before the event. Single (230v) and three phases (400v) electric supplies are available, to which a charge will be made. All electrical equipment must have a current Portable Appliance Test certificate before it can be plugged into the electric supply. The Council’s approved electrical contractor will check that all electrical apparatus is in compliance prior to the electrical supply being switched on. The event organiser will pay the electrical contractor directly for any work carried out (a bond may be required).

Council approved electrician:

Cannon Electrical Services Ltd 01132 319700

**Please see full electrical requirements in section 6 of the terms and conditions.**

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| **6. Important Information** |

The Council reserves the right to delay, postpone or cancel any event for which it considers public health and safety has not been given adequate provision or full documentation has not been provided.

The Council reserves the right to delay, postpone or cancel any event if covid regulations dictate this this to be necessary.

The Council reserves the right to delay, postpone or cancel any event in the event of a major national incident which leads to national outcry.

Please note Bradford City Park sits within a Clean Air Zone. Vehicles may be charged for entering this zone and provisions should be made to book and register through the scheme.

<https://www.bradford.gov.uk/breathe-better-bradford/check-if-you-need-to-pay/check-if-you-need-to-pay/>

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| **7. Declaration** |

I confirm that I am over 21 years of age and I agree to comply with the “Booking Conditions of City Park” and will adhere to any additional advice/recommendations made by the Department of Regeneration and Culture and/or members of the Public Safety Liaison Group.

Checklist: Please ensure that all of the documents listed below are attached to your application form. All of the information you are asked to provide is essential and failure to do so may result in your application being delayed or refused.

**Signature(s) of Organiser(s)**

**Date**

**Return completed form to:** [**eventsteaminfo@bradford.gov.uk**](mailto:eventsteaminfo@bradford.gov.uk)

**Or to Events Team**

**Department of Place**

**Room 322, City Hall**

**Bradford**

**BD1 1HY**

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| **Confirm that you have undertaken the following terms of the booking** | **Please tick** |
| **Completed section 1-3** |  |
| **Enclosed details of Public Liability Insurance stated in section 4** |  |
| **Agree you will pay the appropriate fee as set out in section 5** |  |
| **Signed declaration in section 8** |  |
| **Enclosed a copy of your risk assessment** |  |
| **Site Plan including electrical layout and details** |  |
| **Signed copy of City Park terms and conditions** |  |

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| **8. SAG** |

In addition to this booking form please go the link for safety advisory group form and complete the form this will then be distributed to members of the safety advisory group (SAG), however it is your responsibility to contact relevant departments directly to obtain any permission/licenses etc. Please also send a copy to the event team. Please see section 2.1 in the terms and conditions for full information.

<http://www.bradford.gov.uk/emergencies/emergency-management/planning-and-organising-an-event/>

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| **9. Charges** |

**There is a variable fee as below for the use of City Park for any non profit or registered charities organisations this is non negotiable.**

**Or £500 ex vat per day booking fee for the promotional use of City Park.**

**Please make cheques payable to ‘Bradford Council’ and sign the declaration below.**

**Please note all hire fees are under review for 2024 and subject to change**

**Service Charge for non-profit/registered charities organisational use of City Park**

**Monday –Thursday fee £80 ex vat per day**

**Friday – Sunday fee £100 ex vat per day**

**I have included the fee for the booking of the agreed City Park space.**

**Signature(s) of Organiser(s)**

**Date**

**Please note all hire fees are under review for 2022 and subject to change**

**Service Charge for the promotional use of City Park**

**I have included the commercial fee of £500 ex VAT per day for the booking of the agreed City Park Space.**

**Signature(s) of Organiser(s)**

**Date**

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| **10. OFFICE USE ONLY** |

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| **Date received** |  |
| **Checked by** |  |
| **Approved by: signed** |  |
| **Approved by: printed** |  |
| **Date of approval** |  |
| **Notes** |  |