



# Event Application Form

## Public Open Spaces

The Council has a duty to ensure that anyone using its land for an event does so in a competent and safe manner. Please complete the information requested below which will be used to assess your application.

1. Ensure you have read our **policy on the use of council owned public open spaces** which includes our scale of charges. Visit - <https://www.tmhc.gov.uk/downloads/file/1863/tmhc-policy-on-the-use-of-council-owned-public-open-spaces>
2. Please submit this application form a **minimum of two months** prior to your event, to the address detailed on page 7.
3. You will need to provide **risk assessments** for all your activities.
4. You will need to provide a copy of your **public liability insurance** with a minimum cover of £5 million (large and high-risk events may require a higher indemnity).
5. **For all events with fees in excess of £2,500.00.**  
A copy of the business plan for the event must be supplied and lawn hire fees and admin fees must be paid in full prior to the start of the event.

## Event details

1. **Event location/s** (Please specify exact location/area and provide a map if necessary)

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If considering use of inside Tonbridge Castle please email: [tonbridge.castle@tmhc.gov.uk](mailto:tonbridge.castle@tmhc.gov.uk)

where your booking will be dealt with and charged independently to your event application.

2. **Event name**.....

a) **Activities during the event**.....

b) **This will be a private / public event** (please delete as appropriate).

3. **Name of organiser running event** .....

**Contact name of event organiser** .....

**Address**.....

**Daytime telephone number**.....

**Telephone number during event (mobile number)** .....

Email address .....

Company Registration Number (if applicable) .....

Charity Number (if applicable) .....

VAT Number (if applicable) .....

Directors / Principle Officers.....

4. Date(s) of event.....
5. Times of event
 

Arrive on site..... Vacate the site .....

Event start time..... Event finish time.....
6. Number of event staff.....
7. Estimated number of participants / visitors expected.....

## Parking & Vehicle management

### 8. Number of vehicles expected

1-100  101 – 200  201 – 300  Other

An event Parking Plan must be submitted to indicate where all vehicles, including those of staff / volunteers, support vehicles such as catering units, ambulances and mobile toilets and spectators / participants, are expected to park.

If your potential event proposes to use **any** part of a public car park, including parking associated to Tonbridge Castle, you will need to specifically highlight this on a separate plan highlighting any use of a public car park and this will need to specifically show the following:

1. The full area proposed to be used shown on a map.
2. The intended use of this space.
3. The total number of parking bays required.
4. The days and times required for use (to include set up and take down)

Please be advised that it is Council's Policy to recover lost income from event organisers, associated with their exclusive use of public car parks and, therefore, **a fee will be sought** relative to the proposed use and based on the information provided above. Please be advised that in accordance with current parking charges, Sundays and Bank Holidays are free.

Details of the Councils Car Parks are available on its web site [www.tmbc.gov.uk/carparks](http://www.tmbc.gov.uk/carparks).

The Council needs to ensure that regular users of its car parks have access to suitable parking and it may therefore be necessary to influence any parking plans.

Please advise the Parking Manager of any planned advice to participants or spectators.

Please note that it is the responsibility of the Event Organisers to manage parking and in particular any pre-agreed dedicated or specific areas. The Council is unable to provide any staff to assist in car park management. Please also note that any departure from the confirmed arrangements or, parking regulations will result in normal enforcement taking place.

**Parking Plan** (Please detail below or attached a separate sheet as necessary)-

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## 9. Traffic Control

A large event may require the control of traffic on roads approaching the event or in the parking areas themselves. You will need to contact the Local Highway Authority directly regarding an event that requires road closure, or the Police for advice on managing or controlling traffic on street. Please be advised that the Council is unable to assist in parking management for events.

# Event provisions

10. Will catering / refreshments be provided? Yes    No

If yes, will these be sold to members of the public? Yes    No

Please provide details of your catering arrangements including where they are registered

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For more information, contact the Council's Food & Safety Manager on 01732 876192.

11. Will additional toilets be provided? Yes    No

If yes, please state what additional toilet facilities you will be providing and where you intend to place these .....

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**Male** – One WC for 50 – 100 people, Two WCs for 101–500 people, Three WCs for 501-1000 people, plus 1 additional WC for each additional 500 people. 4 ½ metres of urinals is required for every 1,000 people.

**Female** – One WC is required for every 100 people.

**Wash/hand basins** - One for every sanitary fitting with hot and cold water.

Consent must be given by the Council for the location of any additional toilet facilities.

12. What first aid provision will be provided? .....

.....

13. Will you have any temporary structures / enclosures? Yes    No

If yes, will flooring be laid? Yes    No

Please provide a fire risk assessment / action plan for the precautions to be taken in case of a fire.

**The location of temporary structures, including marquees, tiered seating and stages, must be agreed in advance.** The Council's Building Control Services can provide advice on 01732 876251. The Fire Safety Officer may need to be contacted on 01622 212451, for larger structures / enclosures. It is your responsibility to liaise with the Fire Authority. For more information and advice on fire risk assessments visit [www.communities.gov.uk/fire/firesafety/firesafetylaw](http://www.communities.gov.uk/fire/firesafety/firesafetylaw)

**14. What arrangements will be made for the removal of refuse? .....**

.....  
All event refuse must be cleared and removed from site. No event refuse can be placed in or next to the public litter bins. Arrangements for the supply, emptying and removal of wheelie bins can be made via the Council's Waste Services on 01732 876147. Provisions for temporary recycling facilities can also be arranged. Charges apply for the above litter, refuse and recycling services. The release of Sky Lanterns and Balloons is prohibited from Council owned land.

**Any litter/refuse not removed, will be removed by the Council, with the costs and administration charge passed onto the event organiser.**

## Collections and charges

**15. Will a collection be taken? Yes No**

**If yes, please give name of charity.....**

A collection is any collection of money or articles in lieu of money.

To apply for a permit for a collection, please visit [www.tmbc.gov.uk/licensing/get-permission-charity-collection-1](http://www.tmbc.gov.uk/licensing/get-permission-charity-collection-1)

**16. Will there be an admission charge? Yes No**

**If yes, please state the charge.....**

Under Section 53 of the Public Health Act 1961, parks and pleasure grounds must remain open to the public on Sundays and Bank Holidays. Members of the public must not be prevented from enjoying free access. An admission charge will not normally be permitted on any day of the week.

**17. Will there be items on sale? Yes No**

**If yes, please provide a description of all items on sale including details on stands / stall holders.....**

.....  
**NOTE: The use of animals as prizes is prohibited on Council owned land at any time.**

# Health & safety and insurance

- 18. Please enclose a copy of your risk assessment(s) for *all* your activities including any tents/gazebos and catering you intend providing. If your risk assessment refers to other documentation, please ensure you supply this with the application. A risk assessment template and guidance notes are available on request.**

**Large events and those which attract significant crowds will require an Event Management Plan in addition to individual risk assessments.**

- 19. Public liability insurance** must be provided with an indemnity limit of no less than £5 million. **Please provide a copy of your public liability insurance certificate** with this application. Please note that if you have arranged for other organisations to contribute to your event, they must also provide a copy of their public liability insurance certificate with an indemnity limit of no less than £5 million. Larger events or those with a higher level of risk may require a higher indemnity limit.

For more information, please email [insurance@tmbs.gov.uk](mailto:insurance@tmbs.gov.uk)

## Other event information

- 20. Will an electricity supply be required?** **Yes    No**

You will be required to provide your own generator(s) which must comply with the safety requirements of the Electricity at Work Regulations 1989. Any portable electrical equipment used must be suitable for the purpose and have been subject to a recent PAT test. Please contact a qualified electrician, if required.

**A 32 amp single phase electricity supply can be made available at Tonbridge Castle for a £5 charge. Please provide a cheque for £5 with a list of equipment and loading for the Tonbridge Castle electricity supply, if required.**

- 21. Will you be using a public address system?** **Yes    No**

**If yes, what will the public address system be for? .....**

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Contact the Council's Environmental Protection Team on 01732 876184 for advice and to discuss the potential noise impact of the PA system on the nearest noise sensitive properties.

- 22. Will the event include music, singing and/or dancing?** **Yes    No**

**If yes, please provide details .....**

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If yes, your event may require a Temporary Event Notice (TEN) by law. Contact the Council's Licensing Officer on 01732 876368 for advice. Contact the Council's Environmental Protection Team on 01732 876184 for advice and to discuss the potential noise impact of the event on the nearest noise sensitive properties.

23. Does your event include a parade? Yes No  
 If yes, is it on the public open space or a street parade? .....  
 What is the proposed route of the parade? .....
24. Will banners / other advertising be displayed? Yes No  
 If yes, please provide details .....  
 Banners or notices must not be attached to Tonbridge Castle.
25. Will alcohol be consumed as part of the event? Yes No  
 If yes, please give details.....  
 The consumption or sale of alcohol will only be permitted if felt appropriate for the event and only at Tonbridge Racecourse Sports Ground and Tonbridge Castle. A Temporary Event Notice (TEN) maybe required, please contact the Council's Licensing Officer on 01732 876368.
26. Will there be any inflatable items at the event? Yes No  
 If yes, please give details and PIPA registration number.....
27. Will there be Fireworks at the event? Yes No  
 If fireworks are being used as part of the event please ensure you have written to all local residents to advise them of the timings and highlighted this through social media channels.

## Terms and conditions

### Additional charges

In addition to normal hire there will be an extra caretaking fee if appropriate. This is normal for large events to enforce the Conditions of Acceptance of the Hire.

Should parking charges apply these must be paid in full prior to the start of the event.

Should any damage occur to the grounds / facilities as a consequence of the event, a quotation will be sought to repair this and the costs passed on to the event organiser.

### Conditions for acceptance of the hire

Organisers are reminded of their legal duty to ensure the safety of members of the public attending the event. Organisers are invited to consult with the Council's Health & Safety Officer –Tel: 01732 876195 during the events planning stage. A full Event Safety Management Plan will be expected for larger events and/or those which will attract significant crowds.

The hirer is not to use local authority publicly-owned venues or resources to espouse violent and/or non-violent extremist views. The council will complete due diligence checks as stated within our Policy on the use of council owned public open spaces.

Public Liability Insurance cover must be provided with an indemnity limit of not less than £5 million. Use of the facilities is permitted entirely at the organiser's own risk, and Tonbridge & Malling Borough Council will not be liable for any injury, damage or loss of property.

Vehicles may not be driven on any grassed areas unless otherwise stated. If any parts of the grounds are left in a damaged condition, these will be repaired by the Council and as the Organiser you will be held liable for payment. Tonbridge & Malling Borough Council reserves the right to cancel and/or relocate any planned events with immediate effect. It reserves the right to close or prohibit the use of the facilities at its discretion. Tonbridge & Malling Borough Council will not be liable for any loss or expenditure incurred by or on behalf of the organiser arising from the exercise of this discretion. Discretion will be used with regard to ground conditions on the day.

An on-site meeting may be arranged to confirm any details in this application (for example position of marquee), before approving your application. If a 'licence to occupy' agreement is required for your event, you will be contacted by the Council's Property Services.

**The site must be left in a clean and tidy condition.**

Applicants are advised that the local Inspector of Police and local Fire Officer may be notified of all forthcoming events.

Signed \_\_\_\_\_

Please sign and return your completed Events Form, together with supporting paperwork to:

**Gemma Record, Development Assistant**

**e:** [gemma.record@tmbsc.gov.uk](mailto:gemma.record@tmbsc.gov.uk)

**t:** 01732 876177

Tonbridge & Malling Borough Council will not be held liable for any cost incurred by the organisers prior to formal approval of the application by the Council. You will be notified of approval by receipt of a confirmation email.

We collect and store your data in accordance with the General Data Protection regulations 2018. To see what we store and how we use and share your information visit [www.tmbc.gov.uk/leisure](http://www.tmbc.gov.uk/leisure)