



## **BAND STAND EVENT NOTICE/DISCLAIMER FORM**

**Please complete and return this form to the Town Clerk in order to obtain permission from the Town Council to hold an event on the Band Stand and surrounding area.**

Organisation:- \_\_\_\_\_

Contact Name:- \_\_\_\_\_

Contact Tel No:-. Home \_\_\_\_\_ Work \_\_\_\_\_

Event: - \_\_\_\_\_

Activities/Purpose of Event: - \_\_\_\_\_

Please provide details of exact area of land to be used if not the whole area (with layout):

\_\_\_\_\_

Date of event:- \_\_\_\_\_

Time start:- \_\_\_\_\_ end:- \_\_\_\_\_

Will entertainment be provided? **YES / NO**

Provide details of all entertainment: - \_\_\_\_

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Maximum number of people at any one time: - \_\_\_\_\_

*(Please note certain entertainment may require a Temporary Event Notice approved by Castle Point Borough Council)*

Will goods be sold? **YES / NO**

If yes, what will be sold: - \_\_\_\_\_

Have you applied for a Street Traders Licence? **YES / NO**

Will fund raising take place? **YES / NO**

If yes, have you applied for a fund raising permit? **YES / NO**

Are you a registered Charity? **YES / NO**

If yes, what is your charity number? \_\_\_\_\_

Will you be raising funds for your charity or another purpose? \_\_\_\_\_

Will refreshments or meals be provided? **YES / NO**

*(Please note, NO BBQ's or ALCOHOL are allowed)*

Will toilet facilities be provided? **YES / NO**

Will First Aid cover be provided? **YES / NO**

If yes, please give details of the provider: - \_\_\_\_\_

Please provide details of who will be clearing the site of litter once the event has finished: -

\_\_\_\_\_

Do you have adequate insurance? **YES / NO**

If yes, please provide a copy of your public liability insurance.

**The land is to be used by the organisation indicated on this form and for the reason described only.**

A Risk Assessment and Evacuation Plan must be completed prior to the event and copies given to the Town Council.

Please sign the below disclaimer and return a copy of the completed form accepting liability for all activities during the event and land while in your charge.

Mrs E. De Can  
Town Clerk

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The information contained in this form is correct to the best of my knowledge and belief.

I \_\_\_\_\_ sign this disclaimer on behalf of

\_\_\_\_\_

accepting liability for all activities during the event, any damage caused to the land in question and agreeing to clear the site of all litter which is the property of Canvey Island Town Council.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please complete the following checklist to ensure all information has been supplied:**

- Copy of Public Liability Insurance:
- Layout of Activities/Event:
- Risk Assessment:
- Evacuation Plan:
- Publication and Residents Informed:
- Licenses or Permits submitted:

**Please return the application form with any additional information to:**  
Canvey Island Town Council, 11 High Street, Canvey Island, Essex, SS8 7RB.