



Hastings Borough Council

Muriel Matters House

Breeds Place

Hastings

East Sussex

TN34 3UY

## EVENT BOOKING FORM

01424 451334

[eventsadmin@hastings.gov.uk](mailto:eventsadmin@hastings.gov.uk)

Please complete and return this form in order for Hastings Borough Council to consider your event request. When this form is completed and returned, the council will assess what other information they and the organiser might need from each other. Completed forms are circulated to colleagues including the emergency services for their information.

### CONTACT DETAILS

Name

Company

Telephone

Mobile

Email

Address

Event website

Reg. Company/Charity Number

Date of enquiry

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### EVENT DETAILS

Event name

Event type

Desired location (please attach map)

Event description (150 words maximum)

Proposed arrival onsite date(s)

Proposed event date(s)

Proposed departure from site date(s)

Proposed event opening time(s)

Estimated number of attendees per day

Estimated number of attendees during event operating hours.

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## EVENT ORGANISERS CHECK LIST

Do you hold Public Liability insurance of at least £10 million? Yes No

*(You will need to provide proof of satisfactory insurance before your event is given permission)*

Have you consulted the emergency services? Yes No

*(we may need confirmation of this)*

Have you carried out a risk assessment for the event? *(You will need to provide a satisfactory risk assessment))*

Yes No

What are the first aid arrangements? Give details below.

How are you staffing the event? *(For example staffing numbers, responsibilities, competency, staffing structure.)*

Give details below.

Do you require a road closure order?

Yes No

If Yes, have you already applied? Yes No

What utilities are needed at the venue? electricity toilet facilities mains water

All collection and disposal of refuse will be the responsibility of the hirers. Hastings Borough Council cannot provide this service.

Private refuse arrangements in place? Yes No

Will a P.A. system be in use for music? Yes No

Will a P.A. system be in use for announcements only? Yes No

If yes, do you have the necessary licenses? Yes No

Will there be a temporary structure, marquee, gazebo erected? Yes No

Add any extra details below regarding production set up.

Do you intend to collect money for a charity at the event? Yes No

Will there be a bonfire, fireworks or laser display part of your event? Yes No

*(If Yes this will be included in your risk assessment and event management plan)*

Is catering to be provided for the event? Yes No If yes, are you using professional caterers? Yes No

Will there be any goods sold during the event? Yes No

If yes, have you already contacted the licensing department? Yes No

Is a fun fair planned as part of the event? Yes No

*(You will need to provide testing inspection certificates for every ride before your event is given permission)*

Will alcohol be sold at the event? Yes      No  
If yes, have you contacted the Licensing department? Yes      No

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Do you intend to bring vehicles onto site before, during or after the event? Yes      No  
*(If Yes this will be included in your Risk Assessment and Event Management Plan)*

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Will you be using any chemicals, fuels or other dangerous equipment or materials? Yes      No  
*(If Yes this will be included in your Risk Assessment and Event Management Plan)*

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## ADDITIONAL INFORMATION

Please use the space below to provide any other information about the event that hasn't already been covered above or that you feel may be particularly important.

After completing this form, email to [eventsadmin@hastings.gov.uk](mailto:eventsadmin@hastings.gov.uk)

Please tick the below

I agree that my own personal data and documents that I am submitting can be shared within Hastings Borough Council and also with members of the Safety Advisory Group (Sussex Police, East Sussex Fire and Rescue Service, South East Coast Ambulance Service, Maritime and Coastguard Agency, East Sussex County Council, Royal National Lifeboat Institution, Civil Aviation Authority, and East Sussex Healthcare NHS Trust).

I confirm that the individuals for whom I am providing contact details have all consented for their personal information to be included in this plan and that they understand that it will be shared within Hastings Borough Council and also with the members of the Safety Advisory Group (Sussex Police, East Sussex Fire and Rescue Service, South East Coast Ambulance Service, Maritime and Coastguard Agency, East Sussex County Council, Royal National Lifeboat Institution, Civil Aviation Authority, and East Sussex Healthcare NHS Trust). I understand that I may be required to evidence this consent.

All personal data that you provide will be processed in accordance with the General Data Protection Regulation and Data Protection Act 2018, as formally detailed at <https://www.hastings.gov.uk/privacy/notices/EMP/>.

To find out more about how Hastings Borough Council protects and respects your privacy, please visit <https://www.hastings.gov.uk/privacy/>.

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