

# Small Event Booking Form

## **This form is not confirmation of your booking**

*The Council reserves the right to refuse any application for the hiring of a Venue  
It is advisable to read the full terms and conditions of hire before completing this application form.*

Please find attached our event booking form. Please complete the booking form with as much detail as possible about your proposed event. This will enable us to assess your event, request any additional information and apply any relevant charges.

This email and attached event booking form is not confirmation of your booking. If additional documentation is not provided on request then the event may not be given permission to go ahead.

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Please see the link below which is a helpful guide to organising successful events.

<https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events>.

All booking forms must be accompanied with the following documentation:

**ALL EVENTS MUST CONSIDER THE FOLLOWING AND ATTACH THE RELEVANT DOCUMENTS.**

<b>DOCUMENT</b>	<b>YES</b>	<b>NO</b>
Risk Assessments for all activity.		
Fire Risk Assessment.		
Site Plan/Map		
Public Liability Insurance.		
Employers Liability Insurance.		
Child Protection Policy.		
Health and Safety policy.		
Fair ADIPS (for any fairground rides).		
PIPA Safety Certificate for Inflatable Structures.		
Car Parking Restrictions.		
Emergency Plan.		

It is the responsibility of the organiser to provide all of the required information by the agreed date before the planned event in order to confirm the booking.

**Bookings will only be confirmed on receipt of a completed booking form, all required documentation a signed Terms and Conditions agreement with agreed payment.**

For small event bookings e.g. community picnic or class visits for less than 500 people.

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Please email this form to [events@telford.gov.uk](mailto:events@telford.gov.uk) or post to Parks and Open spaces c/o the Place, Limes Walk, Oakengates, Telford, TF2 6EP.

<b>Name:</b>					
<b>Email:</b> (essential)					
<b>Address:</b> (essential)					
<b>Postcode:</b> (essential)					
<b>Telephone:</b> (essential)					
<b>Venue:</b>					
<b>Date:</b>		<b>Start time:</b>		<b>End time:</b>	
<b>Your Group:</b>					
<b>Marketing:</b>	Do you consent to your event being advertised on the following websites? <a href="http://www.discovertelford.co.uk">www.discovertelford.co.uk</a> and/or <a href="http://www.telfordtownpark.co.uk">www.telfordtownpark.co.uk</a> Yes <input type="checkbox"/> No <input type="checkbox"/>				

**Describe activities as detailed as possible:**

(is it a private BBQ or small community event eg Easter Hunt)

Please include a site plan

**STREET TRADING  
LICENSE:**  
Please provide details  
all trading stalls  
including catering  
and refreshments.

(Details to include trading name, products being sold and  
contact details)

<b>Approximate numbers of attendees:</b>	
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Will the activity involve any of the following, please tick the appropriate box. The relevant licenses will be required for these activities.

A performance of a live play/film/dance etc	Yes <input type="checkbox"/>	No <input type="checkbox"/>
A performance of live/recorded music	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hot food/drink vendors after 2300 hours	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sale of alcohol	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Bouncy castles/fair ground rides	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Trade stalls	Yes <input type="checkbox"/>	No <input type="checkbox"/>

*If yes, please tick the appropriate boxes, please note that some of these may not be permitted at all sites. \*Some require permissions and licenses from different Council Service Areas.  
Public Protection team. Tel: 01952 381818/ [licensing@telford.gov.uk](mailto:licensing@telford.gov.uk).  
Environmental Health Team. Tel: 01952 381818/ [environmental.health@telford.gov.uk](mailto:environmental.health@telford.gov.uk)*

**TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAWS THE COUNCIL EXCLUDES AND DISCLAIMS LIABILITY FOR ANY LOSSES AND EXPENSES OF WHATEVER NATURE AND HOWSOEVER ARISING INCLUDING, WITHOUT LIMITATION, ANY DIRECT, INDIRECT, GENERAL, SPECIAL, PUNITIVE, INCIDENTAL OR CONSEQUENTIAL DAMAGES, LOSS OF INCOME OR PROFIT, LOSS OF OR DAMAGE TO PROPERTY, CLAIMS OF THIRD PARTIES HOWSOEVER ARISING OUT OF OR IN CONNECTION WITH THE USE OF THE VENUE.**

**Privacy Notice under the Data Protection Act (General Data Protection Regulations from 26<sup>th</sup> May 2018)**

Telford & Wrekin Council are collecting Personal Identifiable Information to enable us to provide you with reservation or event at the Oakengates theatre. We need to collect this information in order to arrange your event. This information is being processed under DPA – Schedule 2 (2a) (GDPR 2018 -Article 6 (1)b).

Telford & Wrekin Council will not share any Personal Identifiable Information collected with external organisations unless required to do so by law. However, this information will be shared within Telford & Wrekin Council solely for the purpose of arranging an event. For further details on the council's privacy arrangements please view the privacy page on the council's [website page](#).



