



## Event Enquiry/Booking Form

The Council requires this form to be completed so that requests for an event or activity to take place in a Council location such as a park or open space can be considered and this form provides guidance and support regarding event requests.

Applications for events must be submitted to the Council at least **30 working days** prior to the event taking place. If your event will require committee approval, Council will need at least 4 months prior notice. In exceptional circumstances, applications may be submitted within a shorter timeframe, by agreement with the Council. The Council reserves the right to stipulate a longer application period for any event, if this is deemed necessary.

**Please note that we are currently operating in an environment that is subject to change at short notice, due to the ongoing Covid crisis, and that we reserve the right to amend this enquiry form and seek further information or clarification around your event.**

Once completed return this form to the OSAL Unit at [leisureo@belfastcity.gov.uk](mailto:leisureo@belfastcity.gov.uk)

**Due to Covid19 Regulations the Council require the following:**

- **Event organisers must complete an event management plan and risk assessments for the associated activities to ensure effective and safe delivery of the event. At this time event planning and risk assessments must ensure that your event is delivered in such a way which fully complies with current legislation and Northern Ireland Executive guidance. This is to include any legislation around the maximum number of people to be gathered at any one time and social distancing requirements.**
- **Event organisers must confirm that they have a nominated person who will gather the contact details of all attendees which will be made available if trace and contact is required.**

### 1. Please provide your contact details below:

Contact Name:	
Organisation:	
Address:	
Postcode:	
Phone:	
Mobile:	
Email:	

### 2. Please complete the details regarding your event below:

Name of Event:	
Location(s):	
Areas of site required i.e. Great Lawn, grass area beside playground:	
Hire of Pitch/Pavilion:	
Date(s) of Event:	
Time(s) of Event:	

Date and time arrive on site: (Set up time)						
Date and time of site exit: (Event dismantle)						
Anticipated number of attendees, select category below:						
0 -30	31 - 50	51 - 200	201 – 500	501 - 1000	1001- 5000	5001+

**3. Please indicate who is responsible for the delivery of this event? Select as appropriate:**

<input type="checkbox"/>	Belfast City Council (Departments within Council only)
<input type="checkbox"/>	External event organiser in receipt of funding from Belfast City Council
<input type="checkbox"/>	External event organiser requesting use of Belfast City Council's facilities/parks/open space

**4. Will there be an admission charge to your event? Please indicate:**

Yes  No

If Yes, please indicate method of payment:

Payment on-site   
 On Site Registration   
 Pre-registration (Online)   
 Both of the above (registration)   
 Charity collections (bucket)   
 Other (Please specify below)

**\*If Charity Collections**, please state if all or a percentage of the proceeds from the event will be donated to a designated charity: \_\_\_\_\_%

Registered Charity Number: \_\_\_\_\_

***\*Please note we will need a headed letter/email correspondence from your designated charity confirming that they will receive all or a percentage of the proceeds from your proposed event***

**5. Further Information, please indicate where applicable:**

Please note you that will need to consult the NI Direct website for the latest Covid19 related guidance in relation to any activities you may wish to have at your event

<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-regulations-northern-ireland>

Please note that due to either Covid 19 regulations and/or BCC operational pressures or restrictions not all activities may be permitted at this time.

<u>Amusement/Fairground Rides</u>		<u>Stage/Gantry</u>		BBQ/barbeque	
<u>Food Vendor(s)</u>		<u>Fireworks/Pyrotechnics</u>		Street Entertainment	
<u>Inflatable(s)</u>		<u>Parade/Rally/Carnival</u>		Arts & Crafts	
<u>Marquee(s)</u>		<u>Gas appliances</u>		Picnic/Guided Walk	

<u>Live animals/Petting Farm</u>	Generator(s) – diesel only	Running/Orienteering/ Athletics/Cycling
<u>Market stalls</u>	Gazebo(s)	Horticultural/ Environmental activities
<u>Live Music/Concert</u>	Toilets	Stewards/Car parking
<u>Alcohol Sales</u>	Face painting/balloon modelling	Pavilion/Pitch Hire

**PLEASE NOTE** – If you intend to have sub-contractors at your event such as for inflatables, marquees, animals or other suppliers, you will need to also obtain those suppliers proof of public liability insurance and professional risk assessments for the services they are providing at your event and you are required to provide a copy to the Council.

You should also ensure that said subcontractors are fully certified and compliant with current industry best practice standards as indicated in Appendix A. The Council accepts no responsibility for the use of subcontractors at your event and you shall indemnify the Council against any injury, loss or damage arising as a result of the subcontractor’s activities in relation to the event. You bring subcontractors on to the premises entirely at your own risk.

The Council does not make any warranty as to the suitability of the premises for the event nor its suitability for use by any subcontractor and the Council shall not be liable should the event be cancelled or postponed as a result of any act of a third party or otherwise. It shall be your responsibility to ensure that the premises are suitable for your proposed use.

**6. Please provide additional information on your event**

*Please give us a brief description about your organisation, the purpose of the event, registration (if applicable detailing a breakdown of registration fee costings) and charity collections (if applicable).*

**7. Safeguarding:**

Please select as appropriate - Y/N:

<input type="checkbox"/>	Please confirm that your organisation has in place their own policies and procedures for the safeguarding of young people and adults at risk of harm, consistent with current legislation and best practice.
<input type="checkbox"/>	If your organisation does not meet the above requirement, please indicate if your organisation agrees to adhere to the Council’s Policy & Procedures for the Protection of Children & Vulnerable Adults

**8. Additional Information:**

Please confirm if you have made provision of the following elements at your event, if applicable  
i.e. Yes, No or N/A

	Fire safety
	First Aid
	Traffic Management
	On-site communications i.e. radio control/lost children point
	Public address system
	Accessibility
	Barriers/fencing (pedestrian/vehicle segregation)
	Waste Management plan

**9. Privacy Notice**

The Council is the Data Controller under the General Data Protection Regulation (GDPR) for the personal data it gathers for the purposes of managing events which take place within the Council’s parks and open spaces. You are providing your personal data to the Council whose lawful basis for processing is for the performance of a task carried out in the public interest.

The personal data may be shared internally within the Council with staff who are involved in providing this service and where necessary, between internal departments with the purpose of supporting an effective delivery of service. Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the Council to do so.

The personal data is held and stored by the Council in a safe and secure manner and in compliance with Data Protection legislation and in line with the Council’s Records Retention and Disposal Schedule. If you have any queries regarding the processing of your personal data, please contact the Open Spaces & Active Living Manager, City & Neighbourhood Services, The Cecil Ward Building, 4-10 Linenhall Street, Belfast BT2 8BP. If you wish to contact the Council’s Data Protection Officer, please write to Belfast City Council, City Hall, Belfast, BT1 5GS or send an email to records@belfastcity.gov.uk.

**10. Indemnity Clause (please complete and sign)**

In consideration of Belfast City Council making available to you (the premises) for the purpose of (proposed event) from.....to .....you will undertake to indemnify Belfast City against all losses, damages and expenses which may be sustained or incurred by Belfast City Council and all actions, proceedings claims and demands which may be brought or made against Belfast City Council in respect of any personal injury, loss or damage which in any way arises out of or is in any way either directly or indirectly due to the use or occupation by you of the premises referred to above and any operation in connection therewith whether caused by the negligence of you, your servants or agents, or otherwise.

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

**Please note: if you are returning this form by email, it must have a full and true electronic signature. This means a scanned copy of your handwritten signature. We will not accept a typed name instead of a signature.**

**11. Event Application Process**

- Each application will be considered on a case by case basis.
- Once we are in receipt of your completed form and if there are no issues, you will be required to complete and submit the relevant documentation to the Open Spaces & Active Living Unit (OS&AL Unit), a **minimum of 20 working days before your event is due to take place** or as otherwise agreed with the Council. Documentation may include an event plan, risk assessment, evidence of

Public Liability insurance (£5M indemnity) and supporting documentation. A template of a risk assessment and event plan will be provided to the event organiser, for completion.

- In certain circumstances if your event is low scale/low risk we will process your application in a shorter timeframe (10 working days). On receipt of this completed form, we will inform you if your event falls within this category and the level of documentation you will be required to submit.
- The event documentation will be reviewed by Council officers and if there are no issues, your event request should be approved. If the Council require further information from you, the event organiser will be required to provide this information in a timely manner, to the OS&AL Unit.
- **Once your event request has been approved, you will receive a permission letter which will outline any conditions particular to use of the site.**

*For Office Use: Event Classification*

<i>Level of Risk</i>	<i>Tick as appropriate</i>

<b>Appendix A</b>	
<b>Event feature</b>	<b>Sources of further information</b>
General event management (e.g. live music events, sports events, street events etc.)	<p><b>HSE website:</b></p> <ul style="list-style-type: none"> <li>• Event safety <a href="https://www.hse.gov.uk/event-safety/index.htm">https://www.hse.gov.uk/event-safety/index.htm</a></li> <li>• Construction (Design and Management) Regulations <a href="https://www.hse.gov.uk/entertainment/cdm-2015/">https://www.hse.gov.uk/entertainment/cdm-2015/</a></li> </ul>
Marquees, stages etc.	<p><b>HSE website:</b></p> <ul style="list-style-type: none"> <li>• Temporary Demountable Structures <a href="https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm">https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm</a></li> <li>• Construction (Design and Management) Regulations <a href="https://www.hse.gov.uk/entertainment/cdm-2015/">https://www.hse.gov.uk/entertainment/cdm-2015/</a></li> </ul> <p><b>Northern Ireland Fire and Rescue Service website:</b></p> <ul style="list-style-type: none"> <li>• Fire risk assessments <a href="https://www.nifrs.org/firesafe/guidance.php">https://www.nifrs.org/firesafe/guidance.php</a></li> </ul>

Food vendors	<p><b>Belfast City Council website:</b></p> <ul style="list-style-type: none"> <li>• Permits and licencing <a href="https://www.belfastcity.gov.uk/buildingcontrol-environment/licences-permits/licenses-about.aspx">https://www.belfastcity.gov.uk/buildingcontrol-environment/licences-permits/licenses-about.aspx</a></li> <li>• Food safety <a href="https://www.belfastcity.gov.uk/buildingcontrol-environment/foodsafety/foodsafety-about.aspx">https://www.belfastcity.gov.uk/buildingcontrol-environment/foodsafety/foodsafety-about.aspx</a></li> <li>• Environmental Health (H&amp;S) <a href="http://www.belfastcity.gov.uk/buildingcontrol-environment/health-safety/healthandsafety-about.aspx">http://www.belfastcity.gov.uk/buildingcontrol-environment/health-safety/healthandsafety-about.aspx</a></li> </ul> <p><b>HSE website:</b></p> <ul style="list-style-type: none"> <li>• Sample risk assessment for food preparation <a href="http://www.hse.gov.uk/risk/casestudies/pdf/foodprep.pdf">http://www.hse.gov.uk/risk/casestudies/pdf/foodprep.pdf</a></li> <li>• Gas safety <a href="https://www.hse.gov.uk/pubns/books/l56.htm">https://www.hse.gov.uk/pubns/books/l56.htm</a></li> <li>• Electrical safety <a href="https://www.hse.gov.uk/pubns/indg236.pdf">https://www.hse.gov.uk/pubns/indg236.pdf</a></li> </ul> <p><b>Northern Ireland Fire and Rescue Service website:</b></p> <ul style="list-style-type: none"> <li>• Fire risk assessments <a href="https://www.nifrs.org/firesafe/guidance.php">https://www.nifrs.org/firesafe/guidance.php</a></li> </ul> <p><b>Food safety during Covid:</b></p> <ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a></li> <li>• <a href="https://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-covid-19">https://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-covid-19</a></li> <li>• <a href="https://www.food.gov.uk/business-guidance/food-safety-for-food-delivery">https://www.food.gov.uk/business-guidance/food-safety-for-food-delivery</a> (includes allergen information provision advice)</li> <li>• <a href="https://www.food.gov.uk/business-guidance/bulk-freezing-of-ambient-and-chilled-foods">https://www.food.gov.uk/business-guidance/bulk-freezing-of-ambient-and-chilled-foods</a></li> </ul>
Market stalls	<p><b>HSE website:</b></p> <ul style="list-style-type: none"> <li>• <a href="https://www.hse.gov.uk/violence/markettrader.htm">https://www.hse.gov.uk/violence/markettrader.htm</a></li> <li>• <a href="https://www.hse.gov.uk/event-safety/index.htm">https://www.hse.gov.uk/event-safety/index.htm</a></li> </ul>
<b>Event feature</b>	<b>Sources of further information</b>
Funfair rides / attractions	<p><b>HSE website:</b></p> <ul style="list-style-type: none"> <li>• Health and safety guidance for fairgrounds <a href="https://www.hse.gov.uk/entertainment/fairgrounds/">https://www.hse.gov.uk/entertainment/fairgrounds/</a></li> <li>• Fairgrounds and amusement parks: Guidance on safe practice <a href="https://www.hse.gov.uk/pubns/books/hsg175.htm">https://www.hse.gov.uk/pubns/books/hsg175.htm</a></li> </ul>

Inflatables	<p><b>HSE Website:</b></p> <ul style="list-style-type: none"> <li>Bouncy castles and other play inflatables: safety advice  <a href="https://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm">https://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm</a></li> </ul>
Animals e.g. petting attractions	<p><b>HSE website:</b></p> <ul style="list-style-type: none"> <li>Preventing or controlling ill health from animal contact at visitor attractions or open farms  <a href="https://www.hse.gov.uk/agriculture/topics/visitor-attractions.htm">https://www.hse.gov.uk/agriculture/topics/visitor-attractions.htm</a></li> </ul>
Pyrotechnics / Fireworks	<p><b>HSE website:</b></p> <ul style="list-style-type: none"> <li>Fireworks  <a href="https://www.hse.gov.uk/explosives/fireworks/">https://www.hse.gov.uk/explosives/fireworks/</a></li> </ul>
Advice on risk assessments	<p><b>HSE website:</b></p> <ul style="list-style-type: none"> <li>Risk assessments  <a href="https://www.hse.gov.uk/risk/">https://www.hse.gov.uk/risk/</a></li> <li>Sample risk assessment for food preparation on the HSE website  <a href="http://www.hse.gov.uk/risk/casestudies/pdf/foodprep.pdf">http://www.hse.gov.uk/risk/casestudies/pdf/foodprep.pdf</a></li> </ul>