



BAND STAND APPLICATION FORM / DISCLAIMER FORM

Please complete and return this form to the Town Clerk to obtain permission to hold an event on the Band Stand and surrounding area owned by Canvey Island Town Council.

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: - ____

(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**

Maximum number of people at any one time: - _____

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.