



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.

Once completed return this form to the Parks Events & Outreach Unit at leisureo@belfastcity.gov.uk

1. Please provide your contact details below:

Contact Name:	[REDACTED]
Organisation:	Finaghy community association
Address:	
Postcode:	
Phone:	
Mobile:	
Email:	

2. Please complete the details regarding your event below:

Name of Event:	Finaghy festival					
Location(s):	Wedderburn pavilion					
Areas of site required i.e. Great Lawn, grass area beside playground:	Pavilion, small grass area at the side of pavilion and the area at the side of pitch two					
Hire of Pitch/Pavilion:	Hire of pavilion					
Date(s) of Event:	16/08/24 to 18/08/24					
Time(s) of Event:	16 th 4pm 18 th 6pm					
Date and time arrive on site: (Set up time)	15 th 12pm					
Date and time of site exit: (Event dismantle)	19 th 1:30pm					
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 checked="" 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:

<u>Amusement/Fairground Rides</u>	X	<u>Stage/Gantry</u>	X	BBQ/barbeque	X
<u>Food Vendor(s)</u>	X	<u>Fireworks/Pyrotechnics</u>		Street Entertainment	
<u>Inflatable(s)</u>	X	<u>Parade/Rally/Carnival</u>		Arts & Crafts	X
<u>Marquee(s)</u>		<u>Gas appliances</u>		Picnic/Guided Walk	X
<u>Live animals/Petting Farm</u>	X	Generator(s) – diesel only		Running/Orienteering/Athletics/Cycling	
<u>Market stalls</u>		Gazebo(s)	X	Horticultural/Environmental activities	
<u>Live Music/Concert</u>	X	Toilets	X	Stewards/Car parking	X
<u>Alcohol Sales</u>	X	Face painting/balloon modelling	X	Pavilion/Pitch Hire	X

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).

We are a community lead programme, to enhance and provide our local area which is socially deprived and diverse families can suffer from isolation. We are having this event to meet the needs of all residents regarding of race, age, abilities and gender. We strive to develop community spirit and give the community something to look forward too.

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.
X	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

Yes	Fire safety
Yes	First Aid
Yes	Traffic Management
Yes	On-site communications i.e. radio control/lost children point
Yes	Public address system

Yes	Accessibility
Yes	Barriers/fencing (pedestrian/vehicle segregation)
Yes	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 Parks Events & Outreach 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 Thursday to Monday 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 11/01/2024

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 Parks events & Outreach unit, **a minimum of 30 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 PE&O 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>

Appendix A	
Event feature	Sources of further information
General event management (e.g. live music events, sports events, street events etc.)	<p>HSE website:</p> <ul style="list-style-type: none"> Event safety https://www.hse.gov.uk/event-safety/index.htm Construction (Design and Management) Regulations https://www.hse.gov.uk/entertainment/cdm-2015/
Marquees, stages etc.	<p>HSE website:</p> <ul style="list-style-type: none"> Temporary Demountable Structures https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm Construction (Design and Management) Regulations https://www.hse.gov.uk/entertainment/cdm-2015/
Food vendors	<p>Belfast City Council website:</p> <ul style="list-style-type: none"> Permits and licencing https://www.belfastcity.gov.uk/buildingcontrol-environment/licences-permits/licenses-about.aspx Food safety https://www.belfastcity.gov.uk/buildingcontrol-environment/foodsafety/foodsafety-about.aspx Environmental Health (H&S) http://www.belfastcity.gov.uk/buildingcontrol-environment/health-safety/healthandsafety-about.aspx <p>HSE website:</p> <ul style="list-style-type: none"> Gas safety https://www.hse.gov.uk/pubns/books/l56.htm
Market stalls	<p>HSE website:</p> <ul style="list-style-type: none"> https://www.hse.gov.uk/violence/markettrader.htm https://www.hse.gov.uk/event-safety/index.htm

Event feature	Sources of further information
Funfair rides / attractions	<p>HSE website:</p> <ul style="list-style-type: none"> • Health and safety guidance for fairgrounds https://www.hse.gov.uk/entertainment/fairgrounds/ • Fairgrounds and amusement parks: Guidance on safe practice https://www.hse.gov.uk/pubns/books/hsg175.htm
Inflatables	<p>HSE Website:</p> <ul style="list-style-type: none"> • Bouncy castles and other play inflatables: safety advice https://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm
Animals e.g. petting attractions	<p>HSE website:</p> <ul style="list-style-type: none"> • Preventing or controlling ill health from animal contact at visitor attractions or open farms https://www.hse.gov.uk/agriculture/topics/visitor-attractions.htm
Pyrotechnics / Fireworks	<p>HSE website:</p> <ul style="list-style-type: none"> • Fireworks https://www.hse.gov.uk/explosives/fireworks/
Advice on risk assessments	<p>HSE website:</p> <ul style="list-style-type: none"> • Risk assessments https://www.hse.gov.uk/risk/