



Falkirk Council

Outdoor Events

Request Form

Thank you for your interest in holding an event with Falkirk Council

To help us consider your request please complete the form below giving as much detail as possible utilising the guidance notes attached. At the end of the form, you will find terms and conditions to hold an event on land owned by Falkirk Council. Please confirm that you have read and understood these by signing where indicated.

Once you have completed the request form and submitted all relevant documentation to the satisfaction of the Events Team, you will receive written confirmation to hold your event on the agreed Falkirk Council land. This form will act as the event licence unless your event is for over 500 people in which additional paperwork will be required (see below) and a contract will be issued. Do not advertise your event or contract any services for your event until you have written confirmation that your event can go ahead.

Please ensure that the information within the Event Request Form is correct and as detailed as possible at the time of application. The Event Team will aim to contact you within 10 working days upon receipt of your application. Please also provide the following documentation along with this application form:

- 1. Event Risk Assessment**
- 2. Proof of Public Liability Insurance to a minimum of £10 million.**

Additionally, we will advise you of any additional requirements, which may include:

- Event Management plans
- Event Safety Plan
- Site maps
- Licences etc.
- A bond which we will hold in case of site damage caused by the event and beyond normal wear and tear.

All completed forms should be returned to your Falkirk Council events contact or events@falkirk.gov.uk.

If you have any questions regarding your booking, please get in touch via the email address above or by calling Falkirk Council on 01324 590900.

Section 1: Event Organiser Details

Event Name:

Organisation/Group Name:

Contact Email:

Event Manager Name: (Individual responsible for the event on the day)

Event Manager Mobile No.

Invoicing Details: (please provide name, email and address for the invoice)

Name:
Email:
Address:

Event Management Experience: (Please give details of prior event experience e.g. event name, size of event, location etc)

Section 2: Event Details

Event Date(s): If the event is reoccurring, please state.

Event Site (s):

Event Time: Please include set up, derig, event start and end times)

Access time:

Event start time:

Event end time:

Off site time:

Number of Attendees:

Event Details: (Please provide as much detail here as possible, including purpose of the event, description of the event, who the event is for)

What equipment will be brought onsite for the event? (e.g. marquees, staging, toilets, bouncy castle, vendors)

Admission Price (If free please state)

Does the event include selling goods/food/alcohol/services/collecting for charity?

If yes, please detail

Note: any trading or charity collection activities requires a licence from Falkirk Council

Will the event include volunteers?

If yes, please state what insurance you have in place

Will the event have paid employees?

If yes, please provide us with proof of Employers Liability Insurance

What type of first aid and/or medical cover will you have in place at the event?

Please give details of number of first aiders or if there will be ambulance provision, and the vehicles they will attend with.

Do you have an environmental sustainability plan in place for the event? Yes* No**

***If 'YES', you should submit a copy of this to support your application. **If NO, please provide an overview below.**

Efficiency Measures	Plans and targets for your event
Waste reduction and recycling. Be specific about your approach to single-use plastics. Tick box to confirm you are Waste (Scotland) Regulations 2014 compliant: <input type="checkbox"/>	
Water and energy efficiency and renewables	
Sustainable travel initiatives	
Local purchasing inc. suppliers/F&B provision	
Communication of sustainable initiatives	

Terms and Conditions

Please sign here to indicate that you have read and understood the terms and conditions listed at the end of this form.

Sign:

Date:



Falkirk Council

OUTDOOR EVENTS: TERMS & CONDITIONS

Operated parks and open space including Callendar Park, Kinneil Estate, The Helix and Muiravonside Country Park. The Event Manger named in section 1 of the application form is hereinafter referred to as the “event organiser”.

1. The site is owned by Falkirk Council who retain the right to access the land for any reasonable purposes associated with their function as a landlord and can cancel any site permission, lease or other arrangement with one month notice if required.
2. No notice will not be given to any event organiser holding an event licence for the site if the operation is a regular one such as grass cutting or if the work is to protect public safety. Other non-urgent project work will be notified to the event organiser holding the event licence a fortnight before work starts.
3. The event licence only covers the activity in the initial event application, any additional activity must be authorised in writing in advance.
4. The event licence cannot be transferred to any other event organiser.
5. The event licence does not imply an exclusive right to operate.
6. The event licence is only valid if accompanied by valid Public Liability Insurance of at least £5 million.
7. A relevant, complete risk assessment covering all of the planned activity must be provided at the time of application. If the event is reoccurring on a regular basis the booking application form and risk assessment documents must be updated on a regular basis.
8. You have the right to cancel your event up to 4 weeks before your visit with no charge. Failure to cancel on or before this time will incur a charge of 50% of your total booking charge.
9. Cancellation within 1 week of your event is liable to a 100% charge. Failure to show will also incur this charge.
10. All first aid and medical provision is the responsibility of the event organiser.
11. Advertising of the activity should be cleared through Falkirk Council marketing department in advance and if any element is considered inaccurate, offensive or in any way at odds with Falkirk Council principles the advertising will not be authorised, and the licence may be revoked.
12. Obtaining all of the relevant legal permissions for the activity is the responsibility of the event organiser and must be shown on demand to Falkirk Council staff on request.
13. The hours of the event will be agreed in writing in advance, but Falkirk Council retains the right to ask for these to be amended or cancel the event licence if noise levels or other associated by-products of the licenced activity cause disturbance to residents or a public nuisance to other users.
14. Falkirk Council will not be liable for any loss or damage to property brought to the site by the event organiser or attendees.
15. All litter and other rubbish associated with the event must be removed from the site at the end of the period of use at the event organiser own expense. Commercial waste may not be disposed of in public litter bins.
16. Nothing should be fixed to any structure or surface on site without express written permission from Falkirk Council.
17. Any damage to the area must be repaired by the event organiser and a bond may be requested in advance of the authorised activity likely to cause damage to enable repairs to be carried out with appropriate speed to ensure public safety. All repairs and cost of repairs will remain the responsibility of the event organiser and Falkirk Council will seek to recover all reasonable costs including additional staff time if required.
18. If Falkirk Council staff are required, for any reason out of their normal working hours, to deal with issues, urgent queries, etc. during the period of the event, their time will be recoverable from the event organiser at overhead recovery rate.
19. No utilities or access to water are included within the event licence.
20. If any of the above conditions are not met, the event licence granted becomes invalid and must be re-applied for.
21. The event licence can be revoked at any time and although any fees or other charges paid to Falkirk Council will be repaid on a pro-rata basis, no financial liability will be accepted for any loss of income associated with the revoking of the event licence.

Before returning check that you have all the following included

- | | |
|---|--------------------------|
| Completed all section of the Request form above | <input type="checkbox"/> |
| Signed and dated by event organiser | <input type="checkbox"/> |
| Copy of Public liability insurance | <input type="checkbox"/> |
| Risk assessment | <input type="checkbox"/> |
| Employers Liability Insurance, if required | <input type="checkbox"/> |
| Read and understood site Terms & Conditions | <input type="checkbox"/> |