

Application to Hold an Event on British Waterways' Property

This form is designed for all kinds of event held on BW property. Some parts of the form may not be relevant for smaller events.

Name of event _____

Type of event _____

Event location _____

Event date _____

Section One - Organiser Details

Name of organisation/hirer _____

Event Organiser _____

Event Safety Co-ordinator _____

Contact address _____

Tel No. – Home _____

Tel No. – Work _____

Mobile No _____

Fax No _____

E-mail address _____

Section Two - Event Details

Description of event proposed _____

If the event is for charity:

Name of Charity _____

Charity Registration Number _____

Date/time to enter site for preparation _____

Event start time each day _____

Event finish time each day _____

Date/time the site will be vacated after the event _____

If the event has a start or finish point along the canal (eg walk):

Where does it start? _____

Where does it finish? _____

Where will event entrances/exits be? _____

Is the event free? * Yes No

If no, what is the admission price?

What if anything will be charged for _____

Approximate number of participants * _____

Possible alternative site _____

Possible alternative date _____

Any other relevant information: _____

Will your event include any of the following? If so, please tick the appropriate boxes (some of these may not be permitted at all sites).

Fireworks/pyrotechnics	<input type="checkbox"/>	Boat parade	<input type="checkbox"/>
Towpath Carnival/procession	<input type="checkbox"/>	Boat trips	<input type="checkbox"/>
Fairground equipment	<input type="checkbox"/>	Boats public can board	<input type="checkbox"/>
Horses/donkeys/dogs other animals (please specify)	<input type="checkbox"/>	Other boats (please specify)	<input type="checkbox"/>
Sales from boats (eg floating shops)	<input type="checkbox"/>	Food/drink concessions	<input type="checkbox"/>
Zip wire/bungee jumping	<input type="checkbox"/>	Bonfire/barbecue	<input type="checkbox"/>
Moving motor vehicles	<input type="checkbox"/>	Alcohol	<input type="checkbox"/>
Stationary motor vehicles	<input type="checkbox"/>	PA System	<input type="checkbox"/>
Mooring facilities for visitors	<input type="checkbox"/>	Staging	<input type="checkbox"/>
Inflatables (e.g. bouncy castle)	<input type="checkbox"/>	Power supply	<input type="checkbox"/>
Commercial traders	<input type="checkbox"/>	Water supply	<input type="checkbox"/>
Live music ↱	<input type="checkbox"/>	Stewarding/security (please provide details of numbers)	<input type="checkbox"/>
Live entertainment ↱	<input type="checkbox"/>	On-site communications	<input type="checkbox"/>
Marquees	<input type="checkbox"/>	Lost children point	<input type="checkbox"/>
Portable generator	<input type="checkbox"/>	First aid point	<input type="checkbox"/>
Art activities	<input type="checkbox"/>	Barrier/fencing	<input type="checkbox"/>
Re-enactment groups	<input type="checkbox"/>	Toilets	<input type="checkbox"/>
Stalls/exhibitions	<input type="checkbox"/>		

Other: (please specify) _____

Please supply additional details on a separate sheet.

Note:

- (1) Please supply as much information as possible on all of the items above (additional information to be supplied on a separate sheet).
- (2) After this application has been submitted, no additional items may be included without the express consent of BW.

A Public Entertainment Licence may be required if your event is public and consists of music, dancing, singing or similar.

Do you intend to use the following:

Highway Directional Signs Banners/Posters

(nb written approval must be obtained from the relevant Local Authority Department or from BW if posters are on BW property)

Do you anticipate the need for:

Road closure Traffic diversion

On street parking restriction Car park closure

If you have ticked any of the above, please provide full details of locations, dates and times.

Please provide details of the number, weight and size of delivery vehicles and/or participating vehicles and whether they intend to remain on site overnight?

You will be required to ensure that the toilet facilities are adequate. Please submit details of your proposals to include method of disposal and if toilets are hired, the name and address of the hire company:

Please identify the method to be used in order to maintain the area free of litter and refuse:

Will you be requiring car parking space for event staff? Yes No

and/or general public?

Yes

No

(A fee may be chargeable in certain circumstances)

If yes, please indicate the approximate number of vehicles attending the event, indicate on your site plan your proposed car parking area and how you intend to manage the parking of those vehicles.

Are there any know objections to the event by local police, local authorities or private landowners?

Yes

No

If yes, please detail on a separate sheet.

Section Three - Insurance

Event Organisers are required to hold a current policy of Insurance in respect of Public Liability (and products liability where appropriate). Under no circumstances shall this be less than £5 million and BW reserves the right to require a higher limit if deemed necessary.

Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. who they have instructed/authorised to appear at the event.

A copy of your insurance and the insurance of other relevant in the event participants (plus a completed Event Participation List) should be supplied with this form if relevant.

Section Four - Emergency Services

You are requested to notify the Police and other appropriate Emergency Services if relevant.

Please tick if contact has been made and note the date and any relevant comments

Police	<input type="checkbox"/>	_____
Ambulance Service	<input type="checkbox"/>	_____
St. John Ambulance	<input type="checkbox"/>	_____
Red Cross	<input type="checkbox"/>	_____
Fire Brigade	<input type="checkbox"/>	_____
HM Coastguard	<input type="checkbox"/>	_____
Other	<input type="checkbox"/>	_____

Please supply details of the first aid cover to be provided:

If permission is granted for the event, I hereby agree to comply with British Waterways' 'Terms and Conditions for use of British Waterways' Property to Hold an Event', the conditions set out in this form and all reasonable instructions given by all authorised Officers of British Waterways.

Signed _____

Position _____

Date _____

Please send this completed form, together with any supporting documentation to the following:

Events, British Waterways, Harbour House, West Quay, The Docks, Gloucester. GL1 2LG.

I have enclosed the following:

No	Yes	No	Yes	Yes	
Signed Terms and Condition	<input type="checkbox"/>	<input type="checkbox"/>	Insurance for event organiser	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment Emergency Plan	<input type="checkbox"/>	<input type="checkbox"/>	Individual participants' risk assessments	<input type="checkbox"/>	<input type="checkbox"/>
Event Safety Plan and Emergency Plan	<input type="checkbox"/>	<input type="checkbox"/>	Individual participant's insurance details	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered **no** to any of the questions, please give details why:

Please note:

The following documentation should be provided at least three months prior to the event:

- **Event Application form**
- **Signed 'Terms and Conditions for use of British Waterways' Property to hold an Event'**
- **Event Organiser and participants' insurance details**

Please provide the following at least six weeks prior to the event:

- **Event Organiser's risk assessment**
- **Individual participants' risk assessments**
- **Event Safety Plan**