



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. Your BW contact will let you know which sections to complete.

Which canal is event to be held on?

Name of event

Type of event

Event location
(Please be specific eg: 'From x bridge to y bridge').

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

May we have permission to publish Organiser's details on websites and posters? Yes No

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Section Two - Event Details

Description of proposed event

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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

(Please note : All races on the Lowland Canals must have staggered starts.)

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

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Approximate number of participants *

Possible alternative site

Possible alternative date

Any other relevant information:

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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.

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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. An Alcohol Sales licence may also be required.

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.

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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?

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

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Please identify the method to be used in order to keep the area free from litter and refuse:

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Will you be requiring car parking space for event staff?
and/or general public?

Yes No
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.

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Are there any known 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.

Section Four - Emergency Services

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

Please tick to confirm that contact has been made and note the date and any relevant comments

Police

Ambulance Service

Red Cross

Fire Brigade

HM Coastguard

Other

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

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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 local canal office:

Caledonian Canal : Canal Office, Seaport Marina, Muirtown Wharf, Inverness, IV3 5LE
Crinan Canal : Canal Office, Pier Square, Ardrishaig, Argyll, PA30 8DZ
Lowland Canals : New Port Downie, Lime Road, Tamfourhill, Falkirk, FK1 4RS

I have enclosed the following:

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

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

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Please note:

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

- **Event Application form**

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

- **Event risk assessment(s)**
- **Event Safety Plan**
- **Event Organiser and participants' insurance details**

Once the above documents (where applicable) have been received and approved, you will be sent a set of Terms and Conditions for holding your event on BW property. These should be signed and returned to the relevant canal office *before* the event takes place.