

**Lisa Harrington**

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**From:** noreply@runnymede.gov.uk  
**Sent:** 21 January 2024 17:33  
**To:** Events  
**Subject:** [EXTERNAL] Holding events in our parks application form - submitted

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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## Page: Introduction

- I have read the privacy policy: Yes

## Page: About the event

- Name of organisation or person holding the event: Fantasia Productions ltd
- Name of the event: Circus Fantasia
- Start date of the event: Wed 12th Jun 2024
- Finish date of the event: Sun 16th Jun 2024
- Location: Englefield Green
- Brief description of the event/activities planned: Traditional non animal family orientated circus

## Page: Your contact details

- First name: Matthew
- Last name: Wingate
- What is your connection with the organisation hiring the venue?: Director
- Correspondence address: Unit B3 First Floor, Kingfisher House, Kingsway North, Team Valley, Gateshead, NE11 0JQ
- Contact number: [REDACTED]
- Email address: [REDACTED]
- Contact details for the day of the event
  - First name: matthew
  - Last name: Wingate
  - Telephone number: [REDACTED]
- Is there a name and contact phone number and/or email address that we can give to members of the public if they wish to get in touch with you regarding the event?: Yes
- Contact name and number to be given to the public
  - First name: Ticketsource
  - Last name: Booking
  - Telephone number: 08446939991

## Page: Type of event

- What type of event is it?: Other type of event
- Name of the event: Circus
- Date and time of the event
  - Do you need any preparation days/non-operational days before the start of the event?: Yes
  - What is the first day you and/or your contractors/suppliers need to enter the site to start preparing?: Sat 8th Jun 2024
  - Number of preparation/non-operational days: 4
- Event day(s)/operational day(s)
  - First day of your event: Wed 12th Jun 2024
  - Start time of event: 5pm
  - Finish time on the first day: 9.30pm
  - Last date of the event: Sun 16th Jun 2024
  - Start time on last day: 12 noon
  - Finish time on the last day: 6pm
  - Number of event days/operational days: 5
- Do you need any clearing up/break down days/non-operational days after the event?: No

## Page: About the activities at your event - part 1

- Is the event free to attend?: No
- Give further details on the cost to attend: from £9.50p
- Approximate total number of people expected to attend over the course of the event: 2000
- Approximate number of people expected to be onsite at any one time: 300
- Do you intend to erect stalls to sell items or for displays, games or amusements?: No
- Do you intend to have funfair/fairground rides?: No
- Do you intend to have bouncy castles or other inflatable devices?: No
- Do you intend to have fireworks/pyrotechnics?: No
- Do you intend to have arena displays?: No
- Do you intend to have sporting activities or demonstrations?: No

## Page: About the activities at your event - part 2

- Do you intend to have live or pre-recorded music?: Yes - both live and pre-recorded music
- Provide further details: Background music incidental with the circus acts. Music only played within the big top, at sensible levels weekdays showtimes 5pm to 9.30pm weekends showtimes 12noon to 7pm
- Do you intend to use PA/amplifying equipment for anything other than music?: No
- Do you intend to hold other forms of entertainment?: Yes
- Provide further details: Circus acts Circus de regulated from the licencing act in 2013
- Do you intend to involve or use any animals?: No
- Do you intend to sell and/or give away food and/or non-alcoholic drink?: Yes
- Provide further details: We sell traditional circus food items chips, pre cooked hotdogs, popcorn, candy floss, hot and cold drink and ice cream.
- Do you intend to sell and/or give away alcohol?: No
- Do you intend to hold a raffle?: No
- Do you intend to hold a monetary collection?: No

## Page: About the activities at your event - part 3

- Do you wish to erect advertising banners/posters on the event site in advance of the event?: Yes
- Provide further details: Our advertising is done in accordance of section 3f town and country planning act, (control of advertisement regulations). But generally roadside advertising boards and posters in shops/ businesses.
- Are you planning to film this event, whether by drone or otherwise?: No
- Do you intend to erect marquees, tents or gazebos?: Yes
- Provide further details: 1 x circus tent 30 metre diameter 1 x foyer tent 8metre x 14 metre
- Do you intend to have heavy equipment?: No
- Do you or your contractors/suppliers/participants/vendors propose to use generators?: Yes
- Provide further details (including how many and what fuel will be used.): 1 x 100 kva super silent diesel generator- operating 8.30am to 11.30pm 1 x 40 kva super silent diesel generator (standby) Operating showtimes only
- Do you wish to make any ground markings?: Yes
- Provide further details: Simple white marks on floor, using specialist temporary ground line marking paint
- Do you require pavilions or changing facilities?: No
- Do you require any action to be taken by RBC?: No

## Page: Vehicles & Parking

- Please provide details of the approximate number, weight & size of delivery vehicles and/or participating vehicles and whether they intend to remain on site overnight.: All supporting circus vehicles to remain onsite from start to finish. approx 14 lorries between 7.5ton to 44 ton 12 trailers 10 caravans
- Do you intend to use part of the site for car parking for the attendees/general public?: Yes

## Page: Toilets arrangement

- Are you hiring toilets for the event?: No
- Explain what the toilet arrangements will be: We have our own public toilet trailer
- Explain what provision there will be for accessible toilets for people who are disabled.: We have a disabled toilet

## Page: Organiser's declaration

- I have read and understood the event hire terms and conditions dated 7 December 2023: Yes
- First name: matthew
- Last name: wingate
- On behalf of: Fantasia Productions ltd

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Runnymede BC use only

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Authorised?