



**Application to Hold An Event in a Runnymede Borough Council Park**

The Council take your privacy seriously. We hold and process all personal information in line with data protection legislation. You can find out how we manage and process your data in our [privacy policy](#) on our website.

Please be aware that we need to ask you a lot of questions about your event in order to decide if we can permit the hire of the Council's land. The larger your event and the more activities you are proposing, the longer this form will take to complete.

If you would like to check if the intended park is available on the day(s) of your event before completing the form, please email [events@runnymede.gov.uk](mailto:events@runnymede.gov.uk)

The application form **does not give you permission** to run an event. It helps us determine whether the Council can give permission to hire the land, the minimum level of indemnity of Public Liability Insurance you will need and the conditions of use we may attach.

**About the Event**

*EGVRA*

Name of organisation or person holding the event:

Name of the event:

Start date of the event:

Final date of the event:

Please note that you will be asked later in this form if you require additional days either side of the event day(s) to set up or break down.

Location:  Please tick one	<input type="checkbox"/>	Abbeyfields	<input type="checkbox"/>	Ottershaw Park
	<input type="checkbox"/>	Chertsey Recreation Ground	<input type="checkbox"/>	Runnymede Meadows
	<input checked="" type="checkbox"/>	Englefield Green	<input type="checkbox"/>	Runnymede Pleasure Ground
	<input type="checkbox"/>	Heathervale Park	<input type="checkbox"/>	Victory Park
	<input type="checkbox"/>	Homewood Park		
	<input type="checkbox"/>	Other location please state	<input type="text"/>	
	<input type="checkbox"/>			

Please give a very brief description of the event/activities planned. You will be asked for more detailed information later in this form.

*A daytime family friendly event. There will be an arena with display events and a mixture of charity, commercial and food stalls around the arena.*

**Your Contact Details**

Please give contact details for the person who is organising/requesting this booking

First name:

Surname:

What is your connection with the organisation hiring the venue?  
*Eg Treasurer, Secretary, Committee Member*

Correspondence address for the purpose of this application:

What phone number can we contact

you on?  
What email address can we use to contact you?

Please give the name and telephone number for a person who the Council can contact on the day(s) of the event, if necessary.

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/your organisation regarding the event?

	No	<input checked="" type="checkbox"/> Yes please state	
		<div style="background-color: black; width: 100%; height: 100%;"></div>	

### What type of event is it?

Please refer to the definitions on page 9. Please tick only one box:

Community Event

Charity Event - Charity name:   
Charity number:

Other fund-raising event  
Please give details

Fun fair

Commercial event

Private or corporate event

Other type of event  
Please give details

### Date & Time of the Event

Do you need any preparation days/non-operational days before the start of the event?

No  
please go to the next question

Yes  
What is the first day you and/or your contractors/suppliers need to enter the site to start preparing?   
Number of preparation/non-operational days:

### Event day(s)/operational day(s)

What is the first day of your event?	<input type="text" value="21 106 124"/>	What is the last day of your event?	<input type="text" value="22 106 124"/>
Start time:	<input type="text" value="11.00am"/>	Start time:	<input type="text" value="7.00am"/>
Finish time:	<input type="text" value="9.00pm"/>	Finish time:	<input type="text" value="7.00pm"/>

Number of event/operational days:

Do you need any clearing up/break down days/non-operational days after the event?

No  
please go to the next question

Yes  
What is the last day you need for clearing up and breaking down the site? This is the date the hire will end and you will leave the site.

Number of break down/non-operational days:

### About the activities at your event

Q1 Is the event free to attend?  Yes - go to Q2  No

If no, give details about the cost to attend, e.g. ticket prices

Q2	Approximate total number of people expected to attend over the course of the event?	3000
Q3	Approximate number of people expected to be onsite at any one time?	499

Q4 Do you intend to erect stalls to sell items or for displays, games or amusements?  Yes  No - go to Q5

If yes, give details, including approximately how many stalls and the type of stall (eg what they will be exhibiting/selling)

Approximately 75 charity and small business stalls. Stallholders erect their own gazebos. Stalls include jewellery, gifts and toiletries and children's activities

Q5 Do you intend to have funfair/fairground rides?  Yes  No - go to Q6

If yes, give details.

AT Gregory has provided the children's rides for over 30 years. They include swing boats, tea cups and a merry-go-round

Q6 Do you intend to have bouncy castles or other inflatable devices?  Yes  No - go to Q7

If yes, give details of each inflatable.

AT Gregory provides a children's inflatable slide.

Q7 Do you intend to have fireworks/pyrotechnics?  Yes  No - go to Q8

If yes, give details

Q8 Do you intend to have arena displays?  Yes  No - go to Q9

If yes, give details

Professional events - birds of prey r dogs and goose display. Also a dog show run by an expert in this field.

Q9 Do you intend to have sporting activities or demonstrations?  Yes  No - go to Q10

If yes, give details

There will be local sports clubs displays both children and their coaches.

**About the activities at your event ( continued )**

- Q10 Do you intend to have live or pre-recorded music? *Please select one.*
- No music - go to Q11     Yes - pre-recorded music only  
 Yes - live music only     Yes - both live and pre-recorded music

Give details of the music, including how the it is to be transmitted and the times that music will be played

*Egham brass band will give 2 performances  
Recorded music to accompany the Maypole  
and children's dance group. PA system music.*

- Q11 Do you intend to use PA/amplifying equipment for anything other than music?
- Yes     No - go to Q12

If yes, give details

*There will be a professional person announcing events*

- Q12 Do you intend to hold other forms of entertainment, e.g.: dancing, gymnastics, plays etc?
- Yes     No - go to Q13

If yes, give details

*There will be children's dance displays  
and a children's Maypole demonstration.*

- Q13 Do you intend to involve or use any animals?
- Yes     No - go to Q14

If yes, give details, including approximate number of each type of creature, what purpose they will be there for (e.g. display, rides), how they will be contained and any special requirements.

*Professional Birds of Prey display  
Professional Dogs and Geese display.  
- all animals will be professionally contained.  
A dog show - owners responsible for owned dogs  
Donkey Rides away from main arena.*

- Q14 Do you intend to sell and/or give away food and/or non-alcoholic drink?
- Yes     No - go to Q15

If yes, give details, including whether the food will be hot, cold or both

*Hot and cold food provided by food professionals.  
Local scouts will provide tea/cakes/burgers.*

- Q15 Do you intend to sell and/or give away alcohol?
- Yes     No - go to Q16

If yes, give details:

*The Cricket Club will run a bar from outside the club, sell Pimms & Prosecco on the Green*

- Q16 Do you intend to hold a raffle?
- Yes     No - go to Q17
- If yes, will you be selling raffle tickets in advance of the event, on the day, or both?
- On the day of the event only     In advance of the event only     Both in advance and on the day

- Q17 Do you intend to hold a monetary collection?
- Yes     No - go to Q18

If yes, give details

- Q18 Do you intend to erect advertising banners or posters on the event site in advance of the event?
- Yes     No - go to Q19



If yes, give details:

Posters will be put on local notice boards.

**About the activities at your event (continued)**

Q19 Do you intend to film this event, whether by drone or otherwise?  Yes  No - go to Q20

If yes, give details:

Q20 Do you intend to erect marquees, tents or gazebos?  Yes  No - go to Q21

If yes, give details

EGVRA will erect small gazebos for silent auction and their own literature. Scouts will erect marquees to sell food/drink.

Q21 Do you intend to have heavy equipment, eg staging or gantries?  Yes  No - go to Q22

If yes, give details as heavy equipment may damage the ground.

Q22 Do you or your contractors/suppliers participants/vendors intend to use generators?  Yes  No - go to Q23

If yes, give details, including how many and what fuel will be used.

2 generators to be used on The Green Children's ride, provider also brings a generator

Q23 Do you intend to make any ground markings?  Yes  No - go to Q24

If yes, give details.

The stall pitches will be marked out with spray paint.

Q24 Do you require use of Council pavilions, changing facilities etc?  Yes  No - go to Q25

If yes, give details of what is required. Please note charges may apply.

The Cricket club will be used to run the bar. It will not be open to the public.

Q25 Do you require any action to be taken by RBC, e.g.: grass cut or other grounds maintenance work?  Yes  No - go to Q26

If yes, give details of what is required

Grass cutting, bins need emptying - the week prior to the fair

Q26 Give details of any activities not already mentioned:

Fair Rep  
EGVRA runs a silent auction on the day. Vouchers donated by local businesses go to highest bidder

**Vehicles & Parking**

Please provide details of the approximate number, weight & size of delivery vehicles and/or participating

Children's rides come on large vehicles for setup. There will be a classic

vehicles and whether they intend to remain on site overnight.

car display - Stallholders have cars for set up.

Do you intend to use part of the site for car parking for the attendees/general public?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
---	--	---	-----------------------------

Stallholders park cars behind their stall - No movement -

**Toilets** allowed on the green for the duration of the fair except for classic cars who come into the area at the end of the fair. You will be required to ensure that there are adequate toilet/welfare facilities for the duration of your event, including set-up and de-rig.

Are you hiring toilets for the event?

Yes - How many and of which type?

6 portaloos and 1 disabled portaloos

No - If you are not hiring toilets, please explain what the toilet arrangements will be

What provision will there be for accessible toilets for people with disabilities?

Disabled portaloos on the green.

### Organiser's Declaration

I/we would like to apply for permission to hold the above event on Runnymede Borough Council land.

Please tick this box to confirm that you have read and understood the event hire terms and conditions.

Name: Wendy Locker

Signature: [Redacted]

On behalf of: EGVRA - Englefield Green Village Residents Association

If applying on behalf of an organisation, give the name of the organisation

Date: 18/1/24

### Privacy statement

More information on how we collect and use your personal data and the control you have over it is available on the [Parks, Allotments, Pitch Bookings, Events and Cemeteries privacy notice](#) - Runnymede Borough Council on the Council's website.

If your event needs to be discussed by the Runnymede Safety Advisory Group (SAG), your personal data might be shared with other government bodies including:

- The Emergency Services (Surrey Police, Surrey Fire and Rescue Service and South East Coast Ambulance Service), regarding your plans in the event of an emergency
- Surrey County Council, regarding issues with the Highway