

# 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 <u>privacy</u> <u>policy</u> 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.

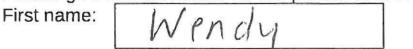
If you would like to check if the intended park is available on the day(s) of your event before completing the form, please email <u>events@runnymede.gov.uk</u>

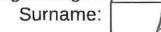
The application form **does not give you permission** to run an event. It helps us determine whether the Council can give permission to hire the land, the minimum level of indemnity of Public Liability Insurance you will need and the conditions of use we may attach.

About the Event Name of organisation of holding the event:	EquRA Englefield Green Village Residen	HS Association
Name of the event:	Engleheld Green Fair	
Start date of the event:	Final date of the event: 22	2106124
Please note that you v	will be asked later in this form if you require additional days eith event day(s) to set up or break down.	her side of the
Location:	Abbeyfields Ottershaw Park	ζ.
Please tick one	Chertsey Recreation Ground Runnymede Me Englefield Green Runnymede Ple Heathervale Park Victory Park Homewood Park	
	Other location please state	
Please give a very brie the event/activities plat be asked for more deta later in this form.	nned. You will	vent. h clispicoj charity,
Vour Contact Do	commercial and food stalls	avourd the

## Your Contact Details

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





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



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arena.

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	(Yes) please state	
		G

# What type of event is it?

Please	refer to the definition Community Event	ns on page 9. <i>Pl</i>	ease tick only one box:
	Charity Event - C	Charity name:	
	C	Charity number:	
	Other fund-raising e	vent	
	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/pon-operational days before the start of the event?

Do you need any prepa	ration days from operational days before the start of	
No	Yes	
please go to the next question	What is the <b>first day</b> you and/or your contractors/suppliers need to enter the site to start preparing?	0

21 106 124

Number of preparation/non-operational days:

16	

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

What is the **first day** of your event?

Start time:

Finish time:

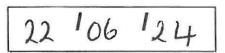
CI	, AD	
-1	00	pm
	-	1

11.00am

What is the **last day** of your event?

Start time:

Finish time:



7.00am

7.00pm

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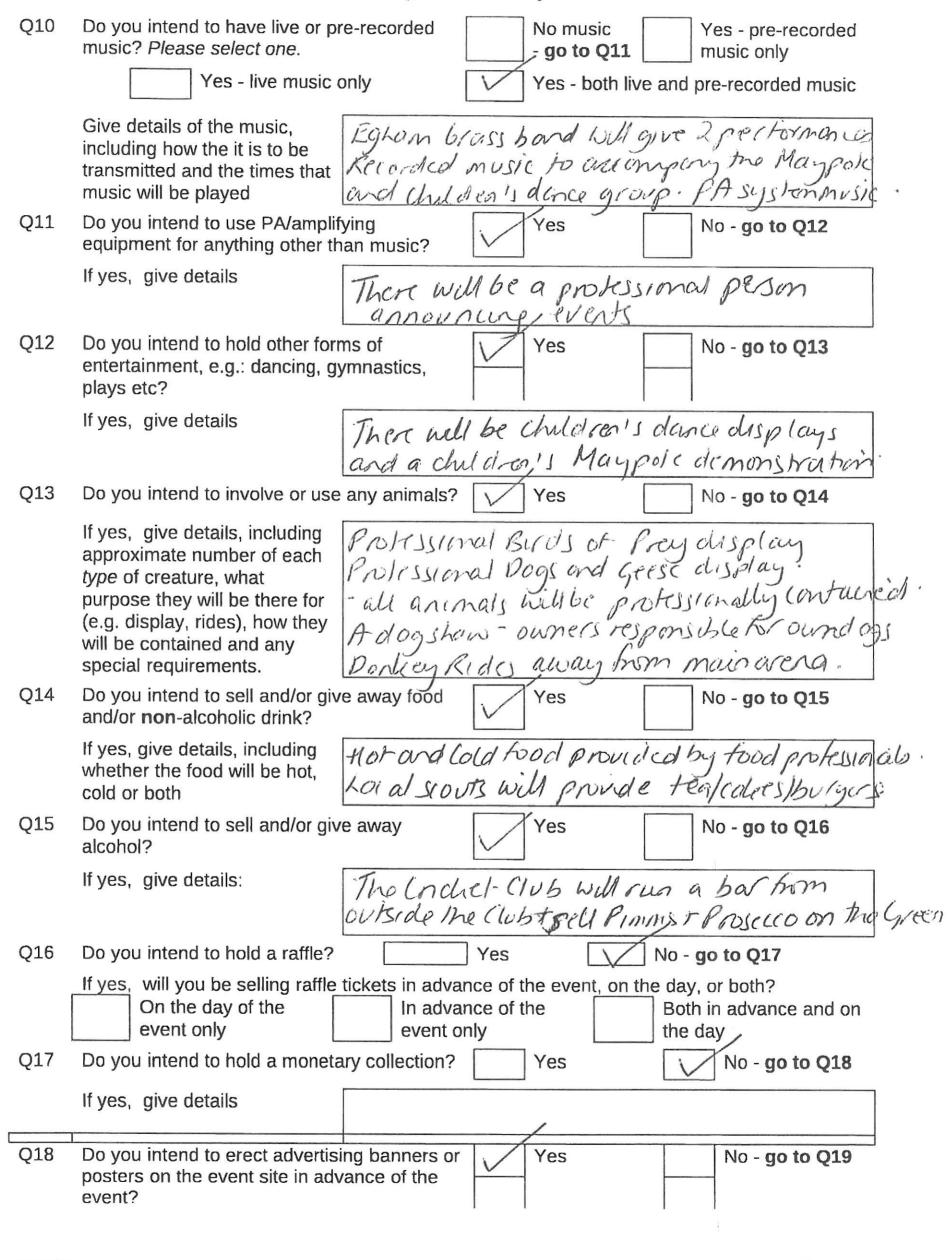
Numb	er of event/operational days:	2	
Do yo	a need any clearing up/break c	lown days/non-operational days after the even	t?
	go to the next What is and bre	Yes the last <b>day</b> you need for clearing up aking down the site? This is the date the end and you will leave the site.	
	Numbe	r of break down/non-operational days:	
Abo	ut the activities at your	event	
Q1	Is the event free to attend?	Yes - go to Q2 No	
	If no, give details about the cos attend, e.g. ticket prices	st to	
Q2	Approximate total number of pe the event?	eople expected to attend over the course of	3000
Q3	Approximate number of people	e expected to be onsite at any one time?	499
Q4	Do you intend to erect stalls to displays, games or amusemen		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 charing and business statts. Stattholders er own gazebos. Statts include jen gift's and tailemes and children.	ect their relieny, sactivities
Q5	Do you intend to have funfair/farides?		go to Q6
	lf yes, give details.	Alt Gregory has provided the ch rides for over 30 years. They be swing boats, tea cups and a mean	nliden's nitrde nj-go-round
Q6	Do you intend to have bouncy inflatable devices?	castles or other Yes No - g	go to Q7
	If yes, give details of each inflatable.	At Gregory provides a childr in Hatable stide.	en 'J
Q7	Do you intend to have firework	s/pyrotechnics? Yes No - g	go to Q8
	If yes, give details	1	

Do you intend to have arena displays? No - go to Q9 Q8 Yes Protessiond evorts - burds of prey r dogs and If yes, give details gere display. Also a dog show the by Do you intend to have sporting activities or Q9 Yes No - go to Q10 demonstrations? If yes, give details There will be local sports Clubs displays to Un children and Their coaches.

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



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	If yes, give details:	Postes will be put on local notice boards.	
Abou	t the activities at your e		
Q19	Do you intend to film this event, drone or otherwise?	whether by Yes No - go to Q20	
	If yes, give details:		
Q20	Do you intend to erect marquee gazebos?	es, tents or Yes No - go to Q21	
	lf yes, give details	EGVRA will erect small gazebos for silent avetim and their own literature. Scouts will erect manguers to sell tood dra	aili
Q21	Do you intend to have heavy eq staging or gantries?		
	If yes, give details as heavy equipment may damage the ground.		
Q22	Do you or your contractors/supp participants/vendors intend to us		
	If yes, give details, including how many and what fuel will be used.	2 generators to be used on the Green children's note provider also brings agenera	for
Q23	Do you intend to make any grou	und markings? Yes No - go to Q24	
	If yes, give details.	The stall pitches will be maded out with spray paint-	
Q24	Do you require use of Council p changing facilities etc?		
	If yes, give details of what is required. Please note charges may apply.	The Conclust Club will be used to run the bar. It will not be open to the public.	
Q25	Do you require any action to be e.g.: grass cut or other grounds work?		
	If yes, give details of what is required	Grass cutting, bus needemphying	

Q26 Give details of any activities not already mentioned:

rne Fair Rep EQURATIONS & SIlort auchon on the day. Vouchers donated by local businesses maego 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 rehides her solop There will be a dassie

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vehicles and whether they intend to car display . Stallholdes have cars forset p. remain on site overnight. Do you intend to use part of the site for car parking for the No attendees/general public? Stullholdes pade cars behind their stall. No movement-<u>Toilets</u> allowed on the Green for the dwahan of the fair Preept for classic cars who come we no me are act the end of-You will be required to ensure that there are adequate toilet/welfare facilities for the duration of your the fair want including action of your the fair event, including set-up and de-rig. Are your hiring toilets for the event? / Yes -How many and of which type? 6 portaloos and I discubled portaloo If you are not hiring toilets, please explain what the toilet arrangements will be No -What provision will there be for accessible toilets for people with disabilities? Disabled portaloo 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.

18 1 24

		1	1
1	/		
-			

Name:

Wendy Locker

Signature:

On behalf of:

Egura-Engleheld Green Village Residents Association

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

Date:

### Privacy statement

More information on how we collect and use your personal data and the control you have over it is available on the <u>Parks</u>, <u>Allotments</u>, <u>Pitch Bookings</u>, <u>Events and Cemeteries privacy notice</u> – <u>Runnymede Borough Council</u> 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

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