

**Lisa Harrington**

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**From:** noreply@runnymede.gov.uk  
**Sent:** 14 February 2024 14:39  
**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: Horton's Steam Fair Ltd
- Name of the event: Vintage Fairground
- Start date of the event: Sat 21st Sep 2024
- Finish date of the event: Sun 22nd Sep 2024
- Location: Englefield Green
- Brief description of the event/activities planned: Top quality vintage Fairground

## Page: Your contact details

- First name: James
- Last name: Horton
- What is your connection with the organisation hiring the venue?: Director
- Correspondence address: [REDACTED]
- Contact number: [REDACTED]
- Email address: James@hortonssteamfair.co.uk
- Contact details for the day of the event
  - First name: James
  - Last name: Horton
  - 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: James
  - Last name: Horton
  - Telephone number: [REDACTED]

## Page: Type of event

- What type of event is it?: Fun fair
- 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?: Mon 16th Sep 2024
  - Number of preparation/non-operational days: 5
- Event day(s)/operational day(s)
  - First day of your event: Sat 21st Sep 2024
  - Start time of event: 12.00
  - Finish time on the first day: 22.00
  - Last date of the event: Sun 22nd Sep 2024
  - Start time on last day: 12.00
  - Finish time on the last day: 21.00
  - Number of event days/operational days: 2
- Do you need any clearing up/break down days/non-operational days after the event?: Yes
- Last non-operational day you need for clearing up and breaking down the site: Tue 24th Sep 2024
- Number of break down/non-operational days: 2

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

- Is the event free to attend?: Yes
- Approximate total number of people expected to attend over the course of the event: 3000
- Approximate number of people expected to be onsite at any one time: 500
- Do you intend to erect stalls to sell items or for displays, games or amusements?: Yes
- Provide further details: Vintage fairground rides and games stalls
- Do you intend to have funfair/fairground rides?: Yes
- Provide further details: As Above
- Do you intend to have bouncy castles or other inflatable devices?: No
- Do you intend to have fireworks/pyrotechnics?: Yes
- Provide further details: Free to enter firework display Saturday evening provided by specialist professional.
- 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 - pre-recorded music only
- Provide further details: Mechanical organ music plus amplified music on some rides.
- Do you intend to use PA/amplifying equipment for anything other than music?: No
- Do you intend to hold other forms of entertainment?: No
- 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: Traditional fairground food, hot dogs, Burgers, Candy Floss.
- 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: Advertising boards all to be agreed with yourselves.
- Are you planning to film this event, whether by drone or otherwise?: No
- Do you intend to erect marquees, tents or gazebos?: No
- Do you intend to have heavy equipment?: Yes
- Provide further details (as heavy equipment may damage the ground): Lorries transporting the rides.
- 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.): Three Diesel generators to power rides and lights
- Do you wish to make any ground markings?: No
- 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.: 10 lorries, maximum axle weight 9 tonnes. Ground protection mats will be used if necessary. Vehicles will remain on site for the duration of the event.
- Do you intend to use part of the site for car parking for the attendees/general public?: No

## Page: Toilets arrangement

- Are you hiring toilets for the event?: Yes
- Number of toilets: 5
- Type of toilets: Standard event toilets
- Explain what provision there will be for accessible toilets for people who are disabled.: Special unit

## Page: Organiser's declaration

- I have read and understood the event hire terms and conditions dated 7 December 2023: Yes
- First name: James
- Last name: Horton
- On behalf of: Horton's Steam Fair Ltd

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Runnymede BC use only

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Authorised?

Deposit required? Amount?

Fee required? Amount?