

### Page: Introduction

- I have read the privacy policy Yes

### Page: About the event

- Name of organisation or person holding the event Jay Myles (Doig Classics)
- Name of the event Runnymede Classic Car Show
- Start date of the event Sun 18th Aug 2024
- Finish date of the event Sun 18th Aug 2024
- Location Englefield Green
- Brief description of the event/activities planned Static classic car show with stalls

### Page: Your contact details

- First name Jay
- Last name Myles
- What is your connection with the organisation hiring the venue? Owner
- Correspondence address *personal details redacted*
- Contact number *personal details redacted*
- Email address *personal details redacted*
- Contact details for the day of the event
  - First name *personal details redacted*
  - Last name *personal details redacted*
  - Telephone number *personal details 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 *personal details redacted*
  - Last name *personal details redacted*
  - Telephone number *personal details redacted*

### Page: Type of event

- What type of event is it? Charity event
- Charity name Runnymede food bank
- Charity number Do not have the charity number
- Date and time of the event
  - Do you need any preparation days/non-operational days before the start of the event? No
- Event day(s)/operational day(s)
  - First day of your event Sun 18th Aug 2024
  - Start time of event 9am for set up 12pm start of the show
  - Finish time on the first day 4pm-5pm
  - Last date of the event Sun 18th Aug 2024
  - Number of event days/operational days 1

- 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? Yes
- Approximate total number of people expected to attend over the course of the event Around 500
- Approximate number of people expected to be onsite at any one time Around 500
- Do you intend to erect stalls to sell items or for displays, games or amusements? Yes
- Provide further details We have stall holder coming & they will have all the appropriate certification & insurance
- 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? No music
- 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 Stall holders
- Do you intend to sell and/or give away alcohol? Yes
- Provide further details Stall holders
- 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 1 banner on the st judes side of the green a week before the event
- 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 My control gazebo & stall holders gazebos
- 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.) Some stall holders will have generators
- 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? Yes
- Provide further details Just grass cut if needed

#### 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. There will be stall holder vans & Classic cars & none will be there over night

- 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 1
- Type of toilets Trailer like toilet
- Explain what provision there will be for accessible toilets for people who are disabled. Also if able to would like use of the public toilets beside the cricket club to help with disabled toilets

Page: Organiser's declaration

- I have read and understood the event hire terms and conditions dated 7 December 2023 Yes
- First name *personal details redacted*
- Last name *personal details redacted*
- On behalf of Doig Classics

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*Runnymede BC use only*

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**Authorised?**

**Deposit required?**

**Amount?**

**Fee required?**

**Amount?**

**Other permission required?**

**Granted?**

**Inform local Councillors?**

**CC**

**Notes**

**Authorising manager to sign**

**Date**