

Page: Introduction

- I have read the privacy policy: Yes

Page: About the event

- Name of organisation or person holding the event: Downs Steam Fair
- Name of the event: Traditional Steam Fair
- Start date of the event: Fri 16th Aug 2024
- Finish date of the event: Sun 18th Aug 2024
- Location: Englefield Green
- Brief description of the event/activities planned: To provide a vintage funfair offering the nostalgic thrills of times gone by.

Page: Your contact details

- First name: John
- Last name: Downs
- What is your connection with the organisation hiring the venue?: Owner/Operator
- 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?: No

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 12th Aug 2024
 - Number of preparation/non-operational days: Four
- Event day(s)/operational day(s)
 - First day of your event: Fri 16th Aug 2024
 - Start time of event: 12pm
 - Finish time on the first day: 8pm
 - Last date of the event: Sun 18th Aug 2024
 - Start time on last day: 12pm
 - Finish time on the last day: 8pm

- Number of event days/operational days: Three
- 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: Mon 19th Aug 2024
- Number of break down/non-operational days: One

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: N/A
- Approximate number of people expected to be onsite at any one time: 60
- Do you intend to erect stalls to sell items or for displays, games or amusements?: Yes
- Provide further details: Vintage style family games that are associated with a vintage funfair
- Do you intend to have funfair/fairground rides?: Yes
- Provide further details: Vintage rides and attractions ranging from the late 1890s until the 1960s
- 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 - pre-recorded music only
- Provide further details: Amplified music at a reasonable level on rides plus organ music on older 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: Candy floss and confectionery to be sold as usually found on a vintage fair.
- 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: Roadside posters and advertising banners to raise awareness of the event location and opening times.
- 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): Lorry's to be used to site the rides and attractions.
- 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.): Diesel fuel to be used on generators to provide power for the rides.
- 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.: Approximately ten lorry's each weighing no more than 25 tons each to be used to locate, erect and dismantle rides on offer as part 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: 4
- Type of toilets: Hired portable toilets
- Explain what provision there will be for accessible toilets for people who are disabled.: Wheelchair accessible toilets to be offered.

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: Downs Steam Fair

Runnymede BC use only

Authorised?

Deposit required?

Amount?

Fee required?

Amount?

Other permission required?

Granted?