



Coventry City Council

Event application form/Park Booking Form Outdoor Events in Coventry City Council Parks and Open Spaces Guidance Notes

General Notes

General Information

All applications need to be made at least 28 days prior to the event date (longer for larger scale events). No consideration will be given to applications received after this time. This is to ensure all relevant authorities have time to give the event full consideration. It is also advisable to have at least 28 days planning for any event regardless of how small.

For every event (regardless of size) Coventry City Council require the event organiser to have public liability insurance cover of at least £5 million.

Coventry City Council consult and share information relating to event applications with regulatory bodies. By filling in and electronically signing the application form, you agree to this sharing of information.

You will receive written confirmation if permission is granted to use the park/open space.

The Application Form

Section 1

- Please ensure you include a correct email address and postcode so that we can correspond with you effectively.

Section 2

- Please ensure you indicate the proposed date AND location of your event and also tick the box which is the closest match to your type of event.
- A number of parks and open spaces are already licensed for activities. These include War Memorial Park, Longford Park, Willenhall Brookstray, Nauls Mill, Hearsall Common, Canal Basin, Edgwick Park, Holbrooks Park, Primrose Hill Park, Coombe Country Park events field, Wyken Slough and Hillfields Village Green. If the park or open space that you are intending on using is not listed, or your event involves the retail of alcohol, you may be required to apply for your own Temporary Event Notice (TEN) or premise license, at your own cost. See www.coventry.gov.uk/licensing
- If you intend to charge for your event, please contact us to discuss this PRIOR to submission.
- Any electrical equipment used at the event MUST be PAT tested.
- It is a legal requirement for any event which takes place fully or partially on the public highway must have a road closure order in place. For more information and guidance on road closures see www.coventry.gov.uk

- Certain areas have restrictions on vehicle weights. It is for this reason that we ask you to indicate the nature of any vehicles needing access to the site.
- Toilet provision should be provided on the current HSE advised levels (as per The Event Safety Guide (Purple Book)): This guidance is:
- 1 toilet per 120 females and 1 toilet per 600 males, plus 1 urinal per 175 males for events with a gate opening time of less than 6 hours duration.
- 1 toilet per 100 females and 1 toilet per 500 males, plus 1 urinal per 150 males for events with a gate opening time of 6 hours or more.

Section 3

- You are required to have public liability insurance cover of at least £5 million (however £10 million is preferred and a higher limit may be required for larger events).
- In addition – external parties (entertainers, equipment suppliers, caterers etc.) should also have £5 million public liability insurance cover and it is your responsibility as an event organiser to check this.

Section 4

- Any event is licensed under Coventry City Council Premise Licence is presented to a monthly meeting of the Events Safety Group. This group has attendees from all major emergency services. However, we would advise you to contact certain emergency services when you are in the early stages of planning an event. These include the Police and Fire Service.

Section 5

- We require you to submit a site plan for your event (preferably to scale) showing all major event infrastructure.
- An event manual should be submitted at least 28 days prior to the event containing (dependent on the size of the event): contact lists, security plans, staffing structure, site maps, waste management strategy, noise control plan, traffic management plan, risk assessments (including fire risk assessments and evacuation maps/procedures), method statements, schedules/ programmes of entertainment (including the names of any acts performing), details of any road closures and copies of public liability insurance. See www.coventry.gov.uk/events for further help.

If you need any help or assistance with filling in this form then please contact Gemma Davies on 024 7683 2479 or email gemma.davies@coventry.gov.uk