Birmingham City Council

Parks Events Application

Event Charges 2010

As of the 1st April 2010 there will be a fee to use Birmingham's Parks and Public Open Spaces for organised events.

The fee charged will depend upon the type of organisation, whether or not any proceeds are going to charity and the size and nature of the event (please refer to table below).

Event Organisers who do not have the facility to apply on-line may still complete our postal application and forward to the following address.

Parks Events, Parks & Nature Conservation, PO Box 2122, House Of Sport, 300 Broad Street, Birmingham, B1 1TZ.

For further information please contact parks@birmingham.gov.uk or Parks Events at the above address. Alternatively please call 0121 464 0427.

	ATTENDANCE	NON - CHARITABLE EVENT	CHARITABLE EVENT	WEDDING PHOTOGRAPHS
Commercial	0-500	£250	£125	£50 (Max 25 people)
	500-2000	£500	£250	
	2000+	£750	£375	
Non Commercial	0-500	£50	£25	£25 (Max 25 people)
	500-2000	£100	£50	
	2000+	£250	£125	
Community / Volunteer Activity (where 100% of the proceeds go directly to charity	N/A	Free of charge	Free of charge	Free of charge

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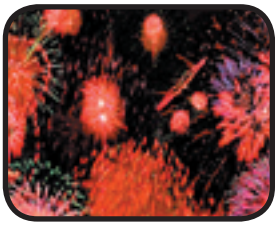
Parks Events Application

ONLY COMPLETE THIS APPLICATION FORM IF YOU DO NOT HAVE INTERNET ACCESS
Our on-line application form and detailed information about hosting outdoor events can be found at www.birmingham.gov.uk/parkevents



Holding Events In Birmingham Parks And Public Open Spaces

An outdoor event is any activity not recognised as normal use of the public park or green open space and is usually attended by a group of people. A small family picnic is considered normal use unless you intend to take along any equipment or structures, such as tables, music, gazebos etc.

Birmingham City Council does not support private functions such as wedding receptions, birthday parties or corporate events in public parks or green open spaces .

It is advisable to contact the venue manager in the first instance to discuss your event. The relevant officer can be contacted either by email or by telephone on 0121 464 8728.

Cannon Hill Park simon.j.cooper@birmingham.gov.uk	Northfield sue_amey@birmingham.gov.uk
Edgbaston sue_amey@birmingham.gov.uk	Perry Barr lee_southall@birmingham.gov.uk
Erdington john_porter@birmingham.gov.uk	Selly Oak simon.j.cooper@birmingham.gov.uk
Hall Green simon.j.cooper@birmingham.gov.uk	Sutton john_porter@birmingham.gov.uk
Hodge Hill pat_tarry@birmingham.gov.uk	Sutton Park john_porter@birmingham.gov.uk
Kings Heath Park simon.j.cooper@birmingham.gov.uk	Yardley pat_tarry@birmingham.gov.uk
Ladywood lee_southall@birmingham.gov.uk	

No matter how small the event, you should submit your application at least 12 weeks before the event is planned to take place to ensure health and safety requirements are met and appropriate licences are in place. Applications received without the required noticed will not be considered. Birmingham City Council reserves the right to refuse any application without explanation.
Applications take approximately 3-4 weeks to process, followed by approval in writing. It is advisable not to advertise your event until you have received this written confirmation from Birmingham City Council.

We recommend you read the conditions and guides associated with hosting outdoor events before you proceed with your application. These can be found in section 18 of this form.
PLEASE COMPLETE ALL SECTIONS OF THE FORM AS FULLY AS POSSIBLE

Please return signed and completed form to:
Parks Events, PO Box 2122, House Of Sport, 300 Broad Street, Birmingham, B1 1TZ

Birmingham City Council

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Data Protection Statement - Data Protection Act 1998 1

The information you provide on this form will only be processed for the purpose for which it has been given and will not be used for additional purposes without your consent. All personal data is collected and processed in compliance with the eight data protection principles of the Data Protection Act 1998 and you have certain rights in respect of this information.

Other Interested Parties 2

Your details may be requested by groups such as majorettes, face painters, etc. who wish to contact you to take part in your event.

Do you want your details passed on for this reason?

Yes ☐ No ☐

Organisation's Details 3

Name of organisation promoting event

.....

Name of Event Organiser

.....

Address

.....

.....

.....

Contact details

Telephone No .....

Mobile No .....

E-Mail Address .....

Birmingham City Council

Parks Events Application

What does your organisation or community group do? Please attach details if necessary.

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.....

.....

Information attached Yes ☐ No ☐

Event Details

4

Please tick box if this is the first time an application has been submitted for this event in Birmingham ☐

Does your event have a web site?
If yes, please type in the web address here .....

Name of site required .....

Identify which part of the site you wish to use to stage the event

.....

.....

Please tell us when you need the site. Ensure you select a date for your event in **12 weeks time or more**

Start Date ..... Start Time .....

End Date ..... End Time .....

Please indicate if extra time is needed before or after your event (e.g. setting up, or removal of equipment from site). Please provide the dates and approximate times of required access

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If you are applying for a series of events please provide any additional dates below

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Birmingham City Council

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Type Of Event 5

☐ Angling Competition (Peg fee required)
☐ Car Boot Sale (permission is also required from the City Councils Environmental & Consumer Services Department Telephone: 0121 303 8222)
☐ Cultural Event (Please Specify)

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☐ Duck Race
☐ Playscheme
☐ Sponsored Walk / Run
☐ Other (Please Specify)

☐ Boat Race
☐ Car Parking Only
☐ Carnival / Fair
☐ Circus
☐ Dog Show
☐ Sports Event (Please Specify)

.....

☐ Fun Day
☐ Religious Meeting
☐ Vehicle Rally / Show

.....

Fundraising For Charity 6

If the event includes fundraising for charity, please supply the registration number of the charity and send written confirmation from the charity's local office to confirm proceeds from the event will be donated to them.
Approval for the event will not be granted unless this information is supplied.

Charity Registration Number	Information attached	% of proceeds to charity
.....	Yes ☐ No ☐	.....

Public Liability Insurance 7

This is an essential requirement for all events (see Condition 2). Adequate cover provided by such policies is normally in the region of £5 million and arranged through an Insurance Broker by the Event Organiser. Approval to hold the event will be refused if you fail to provide this information.

Copy of certificate enclosed Yes ☐ No ☐

A copy of the insurance certificate must be provided before the event takes place, however it is not imperative it is included with the application at this stage

Birmingham City Council

Parks Events Application

About The Event 8

Please give a brief description of the event

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Attendance 9

Please tick the appropriate box to indicate your anticipated attendance figure (maximum number of people at **any one time / per performance**)

☐ Up to 50	☐ 50 - 100	☐ 100 - 200
☐ 200 - 300	☐ 300 - 400	☐ 400 - 500
☐ 500 - 1000	☐ 1000 - 2000	☐ More than 2000 (Please Specify) .....

Classification 10

What is the target audience for this event? (please select one or more)

☐ Adult	☐ Children	☐ Older People
☐ Teachers	☐ Young People	☐ Family
☐ Club Members	☐ Disabled	☐ General

Admission Changes 11

Give details of any admission charges (i.e. purchase of a ticket / programme etc.) and state the charge for the following

Adult	☐ Not Applicable	☐ Free	☐ Cost £ .....
Child	☐ Not Applicable	☐ Free	☐ Cost £ .....
OAP	☐ Not Applicable	☐ Free	☐ Cost £ .....
Group	☐ Not Applicable	☐ Free	☐ Cost £ .....
Concession	☐ Not Applicable	☐ Free	☐ Cost £ .....
Is advanced booking essential	☐ Yes	☐ No	

Any other details about costs e.g. special conditions?

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Catering 12

If hot / cold food or drink is to be supplied, please give details

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If a licensed bar is to be operated, please supply name and address of Licensee

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Car Parking 13

Please give details of any car parking arrangements

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Funfairs 14

Funfair operation dates From ..... To .....

Please state the number of each of the following

Adult funfair rides ..... Children's funfair rides .....

Children's amusement rides ..... Stalls .....
(donkey rides, bouncy castle etc.)

To receive financial support from any funfair using adult rides, an Event Organiser must agree to certain Conditions of Subsidy (see condition 13). This is a process of validation that safeguards the interests of Event Organisers, Funfair Operators and the City Council.

Amount of agreed subsidy ..... This must equal or exceed the amount a funfair would pay in rent for the same period, for the same number of adult rides.

Your chosen Funfair Operator must send in a cheque as soon as possible so you can receive the Subsidy before the event. You must supply the City Council with a set of accounts after the event, detailing what the Subsidy was used for.
Cheques and account details should be sent direct to Mike Greenfield, Parks Events, PO Box 2122, House Of Sport, 300 Broad Street, Birmingham, B1 1TZ. (Tel. 0121 303 3011)

Your organisation must have a bank account for the cheque to be paid into

Name of bank account .....

Address to send cheque .....

.....

.....

Music 15

A Temporary Event Notice (TEN) is required for music, singing and dancing events to which members of the general public are admitted. Contact the City Council's Licensing Department for advice on 0121 303 9896
Give details of any music to be included (i.e. pop group, band, records) other than at any funfair

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Is the music to be amplified? Yes ☐ No ☐

Electricity 16

It is recommended that where electricity is required, this is provided by the use of generators.

Please indicate total number of generators required .....

Please indicate generator size(s) in KVA .....

Give details if a mains electricity supply is required (see condition 7), and state the type of apparatus to be connected to the supply

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Other Permission 17

Please add any items for which permission is sought, which have not been mentioned previously (i.e. erection of temporary structures such as marquees, etc.)

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Conditions Of Use

Conditions for use of a site controlled by Parks & Nature Conservation

1. The by-laws relating to the site being used must be adhered to at all times and no undue interference caused to other users of the site.

2. The Organiser of any event is required to indemnify Birmingham City Council against all claims which may arise from the holding of the event and for this purpose should take out insurance and produce the certificate for inspection to an authorised officer of Parks & Nature Conservation.

3. Birmingham City Council will have the right to charge the Organiser of any event with the cost of repair of any damage caused to a site, or any clearing up required, as a result of an event having taken place.

4. The Organiser of any event shall be responsible for ensuring the safety of all persons involved in the event, and the safety of the general public attending the event and using the site. This condition shall apply whilst the event is in progress and also during any setting up and taking down of equipment which may be necessary prior to and after the event. Where applicable, the Health and Safety At Work Act 1974 must be complied with.

5. The Organiser of any event must complete an application form which must be received by Parks & Nature Conservation at least 12 weeks before the event is to take place.

6. The format of the event shall be as agreed, and any addition to the format so agreed, shall not be allowed unless any such be notified in writing to Parks & Nature Conservation and approved by them 3-4 clear weeks before the event takes place.

7. No arrangements shall be made to install any mains electricity installation to any part of the event or to any funfair forming part of the event without the written permission of the Chief Officer of Parks & Nature Conservation. Where such permission is given, the City Council may provide either three or single phase electricity supplies together with an earth terminal. The earth system can be improved by the addition of the Organiser's own earthed system installed in compliance with the Institute of Electrical Engineers requirements. Any electricity supply installed will be provided only under the following conditions.

[a] The Chief Officer of Parks & Nature Conservation must be informed in writing of the purpose for which the electricity supply is required, and also the approximate load to be connected to the supply.

[b] Any caravan/unit must be equipped with current operated earth leakage trip circuit breaker BS 4293.

[c] A current certification of inspection must be produced from a qualified Electrical Engineer or registered electrical contractor to the effect that the installation of any caravan/ display

unit is electrically and mechanically safe and meets the current Institute of Electrical Engineers requirements.

[d] Where a single phase electricity supply is provided by the City Council this will be in the form of 13 amp outlets BS 1363 and must have the appropriate matching plug; where loads exceeding the provision are anticipated these must be the subject of an alternative provision agreed with the chief officer.

e] No alteration, including the fitting of extra appliances, must be made to any installation after the supply has been provided without the permission of the chief officer of Parks & Nature Conservation.

[f] The City Council reserves the right to refuse a connection for any reason whatsoever.

[g] Any work undertaken by the City Council regarding the provision of an electricity supply will be recharged to the Organiser in accordance with Condition 11.

8. The Organiser of any event shall be responsible for ensuring that the event complies with any current legislation or other regulation laid down by statutory bodies, and it is therefore the responsibility of the Organiser to ascertain from the West Midlands Police, the West Midlands Fire Brigade and Birmingham City Council's Environmental and Consumer Services that the proposed event will meet the respective requirements of these bodies.

9. The Organiser of any event shall be responsible for ascertaining whether any licences are required for the event of any item included in the event, and for obtaining any such licences prior to the event taking place.

10. If it is the intention for music to be played as part of the event or in any funfair connected with the event, then a temporary licence for the performance of public music, singing and dancing must be obtained by the Event Organiser or the Funfair Proprietor, unless such a licence has already been obtained by the Organiser for the event in general. Organisers must inform the Clerk to the Licensing Justices if a funfair will be included in any event for which they are applying for a licence for the performance of public music, singing and dancing.

11. Work which the Organiser of an event requires Parks & Nature Conservation to undertake in preparation for, or assistance with, the event must be requested in writing and formally requested in writing and agreed by Parks & Nature Conservation prior to the event. Any such work undertaken will be re-charged to the Organiser and will include a 15% administration charge in addition to VAT at the standard rate.

12. Any children's amusement ride or funfair must comply with the Birmingham City Council bye laws relating to pleasure fairs.

13. The Event Organiser should note that any fee contributed by the chosen Funfair Proprietor towards the event shall be arranged through Parks & Nature Conservation. That negotiated fee will then be directed through the City Council's Grant Aid procedures to the Event Organiser to be used in support of the event.

14. The positioning of any event and all on-site arrangements must be agreed by an officer of Parks & Nature Conservation who will be nominated when formal approval of the use of site is granted.

15. No living animal of any species including fish and invertebrates shall be given as a prize or offered as a prize on any funfair stall or entertainment or side-show.

16. Route markers may be used but must be free standing and in no way fixed to any park furniture or trees.

17. Marshalling points may be set up but must be left clean and tidy and all rubbish placed in litter baskets.

Declaration **19**

I have read, understand, and accept the Conditions relating to the use of land under the control of Birmingham City Council's Department of Development & Culture. I hereby apply for the use of the site on the date(s) indicated, and agree to comply with the directions of the Department of Development and Culture or its representatives.

Print Name ..... Position .....

Signature ..... Date .....

Ethnic Origin

20

Are you ☐ Male ☐ Female

Do you have a disability? ☐ Yes ☐ No

In which age group do you belong?

☐ Under 16 ☐ 16-17 ☐ 18-24 ☐ 25-34
☐ 35-44 ☐ 45-54 ☐ 55-59 ☐ 60-64
☐ 65-74 ☐ 75+

In which ethnic group do you belong?

White ☐ British ☐ Irish ☐ White Other

Mixed ☐ White & Black Caribbean
☐ White & Black African ☐ White & Asian ☐ Mixed

Asian or Asian British ☐ Indian ☐ Pakistani ☐ Bangladeshi
☐ Other Asian

Black or Black British ☐ Caribbean ☐ African ☐ Other Black

Other Groups ☐ Chinese ☐ Other

How would you describe your employment status?

☐ Working full-time ☐ Working part-time ☐ Unemployed

☐ Looking after home/family ☐ Student ☐ Retired

In which ethnic group do you belong?

☐ British ☐ Irish ☐ White Other