

Address	
Invoice address (if different from above)	
Telephone number - landline	
Telephone number - mobile	
Email address	
Event public enquiries number	

Event details

Brief description of proposed event	
Admission price(s) <i>(if applicable)</i>	
Name of charity/fundraising project and full details of beneficiary of proceeds. Please name all beneficiaries. <i>(For charity/fundraising event only)</i>	
Will all income raised go to the charity/project named above? If no, please give details (proof may be required)	
Date and time to enter site for preparation	
Date and time the site will be vacated after the event (when all equipment has been removed)	
Maximum number of people expected to attend at peak time	
Overall expected attendance	
How is your event to be funded, particularly up-front costs?	

Activities

Description of Activity

Please include activities, stalls and other structures below. It may be easier to attach a full programme of activities to this application.

Are you planning to use any of the following?

Several of these items will require a licence or permit. If yes, please give further details. We will then advise you on further permissions needed – many of which will need to be obtained from the relevant local authority. Further charges may also apply for some items.

Site setup

- | | |
|---|--|
| <input type="checkbox"/> Barriers/fencing | <input type="checkbox"/> Stewarding and security |
| <input type="checkbox"/> Portable staging | <input type="checkbox"/> On site communications |
| <input type="checkbox"/> Portable generator | |

Temporary structures

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> Marquees | <input type="checkbox"/> Domestic gazebos |
|-----------------------------------|---|

Sound, music and performance elements

- | | |
|--|--|
| <input type="checkbox"/> Live music or entertainment | <input type="checkbox"/> Screening of films |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Fireworks or pyrotechnics |
| <input type="checkbox"/> Taped music | <input type="checkbox"/> Fairground equipment |
| <input type="checkbox"/> Dancing | <input type="checkbox"/> Bouncy castle(s) |
| <input type="checkbox"/> Performance of plays | <input type="checkbox"/> Animals |

Food/drink

- | | |
|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Catering |
|----------------------------------|-----------------------------------|

Please note: there are additional charges for catering units that are not incorporated as part of an event package (e.g. running events) or are an excessive number for the event.

Infrastructure

Waste disposal

Please describe the method to be used to keep the area free of litter and refuse. All waste must be removed by the end of the event.

Use of power

Do you require use of power? If yes, give details of how you intend to supply it and/or where you would like to source it from.

Use of water

Do you require use of water? If yes, give details of how you intend to supply it and/or where you would like to source it from.

First Aid

What first aid cover will be provided and who will provide it?

Toilet facilities

Do you wish to use public toilet facilities? If so, please state which.

How many temporary toilets will you bring onto the site?

Parking and transport

How will you actively encourage people to travel sustainably?

Will you require vehicle access at the event?

If yes, please detail the number and type of vehicles.

Approximately how many vehicles will be attending the event?

Where will these vehicles park?

How do you intend to manage parking of these vehicles?

Note: your site plan will need to show your proposed car parking area. There may also be a fee for car parking.

Accessibility

Under the Equality Act (2010) you must not discriminate on the basis of race, colour, ethnic or national origins, religion and belief, sex, sexual orientation or marital status and disability or age.

I confirm that this event will be accessible and open to all.

Advertising

Do you require on-site advertising? If so, please state how and where this will be provided.

Please note that flyposting within the Forest and surrounding local authority areas is not permitted. Your deposit may be forfeited if we have to remove unpermitted posters or banners. There may also be additional charges for signs.

Application checklist

Please confirm that you have plans and procedures in place for each of the following if applicable:

- | | |
|--|--|
| <input type="checkbox"/> Event communications | <input type="checkbox"/> Transport (including parking) |
| <input type="checkbox"/> Security and stewarding | <input type="checkbox"/> Toilet and drinking water provision |
| <input type="checkbox"/> Crowd management | <input type="checkbox"/> Food safety |
| <input type="checkbox"/> Emergencies | <input type="checkbox"/> Waste management and recycling |
| <input type="checkbox"/> Fire | <input type="checkbox"/> Environmental impact |
| <input type="checkbox"/> First aid | <input type="checkbox"/> Disability compliance |
| <input type="checkbox"/> Lost children and vulnerable adults | <input type="checkbox"/> Equal opportunities |

Please confirm that the following documents are attached with your application or are to follow:

Document	Attached	To Follow	N/A
Risk assessment / emergency plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of your Public liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A site plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catering certificates and licences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise management plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Charitable or not for profit constitution and evidence of organisation bank account with minimum of 2 signatories (if applying for charity discounted rate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

These documents must be provided at least four weeks prior to your event.
Failure to provide these may result in the cancellation of your event.

Declaration

I declare that I understand the terms and conditions hosted alongside this document, that the information listed in this application is accurate, and that I acknowledge that this application does not constitute an agreement to proceed with the event/activity.

Signed	
Date	

If any of these details change once your application has been submitted, please inform us. No additional items may be included without the express consent of The City of London.

Returning your application

Please return this form together with all supporting documentation by email to:

epping.forest@cityoflondon.gov.uk

Alternatively, return your application and documentation by post to:

Epping Forest,
The Warren,
Loughton,
Essex,
IG10 4RW

This is one of
14 green spaces
managed by the
City of London at
little cost to the
general public.