



CITY OF LONDON CORPORATION SPECIAL EVENT APPLICATION FORM

EVENT INFORMATION

Event title:.....

Date (s):.....

Timings:.....

Type of event:.....

Venue:.....

Routes (if applicable).....

ORGANISER'S DETAILS

Contact name:.....

Application date:.....

Company:.....

Email address:.....

Address:

.....

Telephone no:.....

.....

Mobile no:.....

.....

.....

PROPOSED EVENT DETAILS

Full description of the event proposal

Please use the space at the end of the form if needed

Please use additional documentation to support your application including a detailed map of your location, proposed layout and a copy of your Public Liability Insurance (minimum level of cover £10,000,000). Please refer to the "Guidelines for the Planning of Events in the City of London" before submitting this application form.

Estimated attendance

Fewer than 500.....500-2,000.....2,000-5,000.....5,000+.....

Specific number (if known).....

On what basis have you estimated the number?.....

What publicity are you planning?

Website.....Social media.....Local newspaper.....

National newspaper.....TV.....Radio.....

Poster campaign.....Leaflet.....Other.....

Funding

What is your budget for the event? £.....

Has the funding been agreed? YES/NO

If NO, when do you expect to have the funding finalised?.....

Have you, or do you intend to have a partnership or sponsorship for the event? YES/NO

If YES what is the name of your partner or sponsor?.....

EVENT REQUIREMENTS

Please DELETE the facilities which will NOT be needed for the event

Road closure Traffic hold Parking suspensions

Parking dispensations Temporary structure Hoarding licence

Furniture removal Amplified music Cleansing

**Please refer to the "Guidelines for Planning of Events in the City of London" to ensure you have provided enough time for these licences to be issued*

LOCAL AUTHORITIES AND AGENCIES

Please provide details of other Highway Authorities/Agencies which need to be liaised with

.....
.....

PUBLIC LIABILITY INSURANCE

Have you included a copy of your Public Liability Insurance (minimum level of cover £10,000,000? YES/NO

This application will be used to assess whether or not your event can be supported. If it is possible to facilitate your event, you will be asked to meet a member of the Events team to discuss your requirements in more depth. If parking and/or road closures are needed you will need to complete separate applications forms and give sufficient notice. For details on notice periods and charges relating to parking and road closures, please refer to our Special Events Guidance Notes, on [Special Events on the Highway](#)

This form must be completed and signed by the **event organiser** (or his/her delegated officer).

DECLARATION

- In consideration of the City of London authorising the operation of event equipment or machinery, we the undersigned hereby agree to indemnify and save harmless the City of London, their servants and agents from and against all actions in law or in equity, damages statutory or common law losses, costs charges and expenses arising in any manner whatsoever out of the transportation, erection, dismantling and or use of the above-mentioned equipment or machinery and associated activities, whether by means of defect (latent or

otherwise) in the said equipment or machinery or otherwise pursuant to the authorised use of the equipment or machinery as aforesaid, save to the extent that such actions, claims and/or proceedings arise from the negligent act or omission of the City of London, its servants and agents.

- I confirm that the below mentioned company will indemnify The City of London, its servants and agents against any claims or proceedings arising directly in respect of any injury to persons or damage to property as a result of the below mentioned company's agreed activities and other related activities which take place on the public highway in the City of London, save to the extent that such actions, claims and/or proceedings arise from the negligent act or omission of the City of London, its servants and agents.
- I confirm that whilst operating in The City of London the below mentioned company I will have public liability insurance with a limit of indemnity to the sum of £..in respect of any one accident or series of accidents arising out of their activities in place prior to the event taking place. Documentation of proof of insurance cover will be provided before the event date.
- I confirm that the below mentioned company's insurers will be informed of all activities described in this application, and that a risk assessment has been or will be carried out.

Signed.....
Print full name

In the capacity of.....
Producer or delegated officer

For/on behalf of.....
Name of the company

Address.....
.....
.....
.....

Email.....

Send the completed form with payment to
Highways management/events officer
Traffic Management
PO Box 270
Guildhall
London
EC2P 2EJ

For advice please telephone **020 7332 3037**

For Office Use Only:

Assigned officer:.....

Date:.....

Event supported? YES/NO



HOW TO PAY

Payment is non-refundable

APPLICATION FEE

Major Event where a road closure is needed **£450**

Minor Event where a road closure is NOT needed **£120**

Ask the Events Team for advice on payment methods

E: [Events Team](#)

T:

Matt Beaumont 07542 228604

Larry Costa 07958 283485

PRIVACY NOTICE

The City of London Corporation (CoL) is a data controller responsible for compliance with the relevant Data Protection requirements for processing personal data. The personal data you have provided on this occasion i.e. your name and your contact details, will be used solely for the purposes of 'processing your application in the City of London'. More detailed privacy information, including information about your rights, is available at [Privacy](#)

Please email the [Information team](#) if you have a question about how your personal information is managed

Use this space for more information on the event proposal