

Rother District Council

Event Initial Enquiry Form



Name of event _____

Event location _____

Event date _____

Section One - Organiser Details

- Name of organisation _____
- Event organiser/s _____
- Contact address _____

- Postcode _____
- Tel No. - Home _____
- Tel No. - Work _____
- Mobile No _____
- Fax No _____
- e-mail address _____
- Event public enquiries number _____

Section Two - Event Summary (Please answer all relevant parts of this section)

Description of event proposed: _____

Dates/Times site required

- Date/time to enter site for preparation _____
- Start time each day _____
- Finish time each day _____
- Approximate number of people expected to attend each day:

1-200 ☐ 201-499 ☐ 500+ ☐ If more than 500 please state: _____

- Possible alternative site _____
- Do you intend to utilise or permit any of the following attractions at the event? If so, please tick the appropriate boxes (some of these may not be permitted at all sites).

Fireworks/pyrotechnics	<input type="checkbox"/>	Live music	<input type="checkbox"/>
Carnival/procession	<input type="checkbox"/>	Live entertainment	<input type="checkbox"/>
Fairground equipment	<input type="checkbox"/>	Marquees	<input type="checkbox"/>
Barrier/fencing	<input type="checkbox"/>	Portable generator	<input type="checkbox"/>
Inflatables (e.g. bouncy castle)	<input type="checkbox"/>	Alcohol	<input type="checkbox"/>
Horses/donkeys/other animals	<input type="checkbox"/>	Food/drink concessions	<input type="checkbox"/>
Power supply	<input type="checkbox"/>	Bonfire/barbecue permit	<input type="checkbox"/>
Toilets	<input type="checkbox"/>	Stalls	<input type="checkbox"/>
Motorcycles (Display)	<input type="checkbox"/>	P.A. System	<input type="checkbox"/>
Other motor vehicles (Display)	<input type="checkbox"/>	Portable staging	<input type="checkbox"/>
Water (limited supply at some sites)	<input type="checkbox"/>	Stewarding/security	<input type="checkbox"/>

Other (please specify): _____

- Do you anticipate the need for:

Road closure ☐ Closed gate notice ☐ Car park closure ☐

I understand that this is an initial enquiry form to determine the availability and suitability of my event and preferred location. Once I have received confirmation I understand I will then be required to complete and return a full application form **at least 28 days** before my event takes place.

Signed

Position

Date

Please send this completed form to:

sportsbookings@rother.gov.uk

Neighbourhood Services

Rother District Council

Town Hall

Bexhill on Sea, TN39 3JX