

Commercial Event: Y/N Charitable Event: Y/N Charity No:	To be submitted by org	ganisers of fet	tes, fairs, circuses and	all other eve	nts of a charitable or commercial nature.
Applicant's Name: Contact Address: Telephone No: E-mail Address: Name of Event: Objective of Event: Proposed Venue: Requested Date(s): Proposed Time(s): * 'Please refer to the Guide for Organising Outdoor Events in Horsham available on the HDC website a https://www.horsham.gov.uk/eventspages/events/planning-a-public-outdoor-events. Will there be a requirement for any of the following? (Please tick) Electricity supply (Horsham Park only) Forming part of a static exhibit Cleance to sell alcohol* Taking part in a moving display Proposed Venue: Will you be providing any of the following? (Please tick) Forming part of a static exhibit Charitable collections licence* Public car parking Temporary event notice* Public car parking Temporary Toilets* Outside caterers* Do you intend to use a sound amplification system? Please describe all activities to be provided, including any displays intended to attract the public. If it is a public event then please tick here to confirm you have enclosed a copy of your public liability insurance form which covers the event for a minimum of £5,000,000* Please tick here to confirm you have enclosed a risk assessment* Applicants are requested to study the enclosed Conditions of Hire which provide information of the Council's requirements for organised events on Council open spaces. Applications should be submitted at least four weeks in advance of events involving small groups and four months in advance of major activities. Signed:	Commercial Event:	Y/N	Charitable Event:	Y/N	Charity No:
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