



Self Guided Event Application Form

Event Details

Date of Event: _____

Event title and description: _____

Start time: _____ Finish time: _____

Contact name: _____

Organisation: _____

Telephone number: _____

Email: _____

Contact address: _____

Details of participants (please provide an estimate if exact figures are not known).

Number of adults: _____ Number of children: _____

Expected number of cars: _____

Please use this space to tell us the aim of your event and list all elements of activities taking place including any charges made on the day.: _____

[Please click this text to download our site map and provide it with your application to show us where the event will take place.](#)

Documentation (to be provided with this application form).

To hold any event in Hartsholme Country Park you will need to provide at least:

- Public Liability Insurance. Minimum cover 2 million pounds.
- A Risk Assessment for the event

For larger events additional information including a safety plan will be required. Please complete the checklists on page two to advise of what documentation you have provided.

Please return this form to : The Visitor Centre,
Hartsholme Country Park,
Skellingthorpe Road, Lincoln. LN6 0EY
hartsholmecp@lincoln.gov.uk 01522 873 577
Hartsholme Country Park and Swanholme Lakes LNR
are owned and managed by the City of Lincoln Council



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Hartsholme Country Park Swanholme Lakes Local Nature Reserve

Checklists.

Date of Event: _____

Event title: _____

Checklist 1 For small self contained events please include copies and confirmation of the following. Electronic copies are preferred.

- | | | | |
|--|--------------------------|---|--------------------------|
| Public liability insurance: £2 million provided. | <input type="checkbox"/> | Additional parties documentation supplied* | <input type="checkbox"/> |
| Risk Assessment: | <input type="checkbox"/> | Publicity: posters and flyers sent to Rangers | <input type="checkbox"/> |
| Medical Assistance arrangements made | <input type="checkbox"/> | Hartsholme Café contacted. | <input type="checkbox"/> |
| PAT electrical safety documents supplied | <input type="checkbox"/> | <u>Copies</u> of all documents supplied | <input type="checkbox"/> |
| Staff to be present on the day (number): _____ | | | |

Checklist 2 This section is to be used where the event will cause significant impact to the park and is likely to involve 100 or more participants. Electronic copies are preferred but if not possible then two copies of all documents should be provided.

- | | | | |
|--|--------------------------|---|--------------------------|
| Public liability insurance: £5 million provided. | <input type="checkbox"/> | Medical Assistance: Arrangements made | <input type="checkbox"/> |
| Safety Plan including risk assessment. | <input type="checkbox"/> | Publicity: posters and flyers sent to Rangers | <input type="checkbox"/> |
| Event map: Copy given to Rangers | <input type="checkbox"/> | PAT electrical safety documents supplied | <input type="checkbox"/> |
| Fire: Arrangements made/equipment certified. | <input type="checkbox"/> | Additional parties documentation supplied* | <input type="checkbox"/> |
| Adequate stewards confirmed. | <input type="checkbox"/> | Hartsholme Café contacted. | <input type="checkbox"/> |
| Please state number of stewards here. _____ | | <u>Two copies</u> of all documents supplied. | <input type="checkbox"/> |

* Where additional parties or hired in services are involved in the event, their documentation must also be provided. Include all insurance details and industry certification where required.

Completion of the application process does NOT confirm permission for the event to take place.

Hartsholme Country Park

Signed: _____ Date: _____

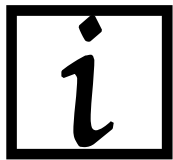
Event organiser

Signed: _____ Date: _____

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Event Organisers Notes

An Event Application Form must be completed for all events in Hartsholme Country Park and Swanholme Lakes Local Nature Reserve. Checklists are provided and should be filled out according to the size of your event.

Please also ensure you have read the documents found on the Lincolnshire Event Safety Partnership (LESP) web pages found at www.lincolnshireprepared.co.uk

Park Rangers must be contacted as soon as possible to discuss the application process.

Health and Safety

It is the responsibility of the organiser of an event to ensure that adequate and proper arrangements are made to protect the safety of participants, spectators and all others likely to be in the vicinity of the event.

You must have Public Liability Insurance and carry out a Risk Assessment. If you need help completing a risk assessment contact the Park Rangers. A template is available.

Public Liability Insurance. Minimum cover 2 million pounds. Please be aware that depending on the type of event you may be required to hold 5 million pounds cover.

Safety Plan

For those holding large events a detailed Safety Plan should be included along with this application. A template can be emailed to you on request, this also includes a risk assessment template. A copy of your safety plan will be required by the City of Lincoln Council, and the Safety Advisory Group (SAG). We therefore need multiple copies of all your documentation as stated in the checklists.

Electronic copies are preferred.

First Aid

An agreed level of first aid, paramedic and medical facilities should be provided at the organiser's expense.

Evacuation

In all cases where a crowd is placed in a confined space, either indoors or outdoors, an evacuation procedure should be part of the risk assessment appraisal and plan.

Accidents

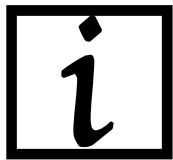
The event organiser should advise the Senior Ranger within 24 hours of the end of the event of any accident to a participant, spectator or third party.

Fire Arrangements

Consultation with Lincolnshire Fire & Rescue should take place when organising a larger event. They can advise on any fire safety, detection and control arrangements necessary for your event.

Bylaws

Please be aware that the site by-laws may prohibit part or all of the event. Copies of the bylaws are available in the Visitor Centre or online using the address above.



Event Organisers Notes continued

Stewards

The primary task of a steward is to minimise the risk of injury to the public and event personnel. It is essential that organisers ensure that their stewards do not exceed their lawful powers and stress that they are not immune from prosecution for their actions. Organisers will be expected to provide enough stewards to cater for the size and nature of the event.

Training/Briefing

The principle of training and briefing of stewards is central to the core of event safety. Whether stewards are provided by volunteers for small community and sporting events or professional stewards are being used for large events, they should all have received training and briefing for their role. The organiser must be aware that the stewards are acting on their behalf to ensure safety. At large events it is good practice for the Police to be invited to play a role in the briefing, especially where officers are to assist in the policing of the event.

Children at your event

If you are taking responsibility for children it is advisable to have the parent or guardians written permission. If the activity lasts longer than two hours the parent or guardian must remain with any child under the age of 8 years. Children's activity leaders may need to be CRB checked, as should any 'children's entertainer'. You should also make provision for lost children during your event.

Information/Signs

Organisers should provide sufficient signage to be available around the venue. This should take into account lost/found children; lost/found property; toilets and exits. Consideration should be given to multi-lingual notices. Any temporary signs on the highway will need to be approved by the Highways Authority.

Environmental Issues

Organisers should have regard for environmental issues. Consideration should be given to whether the venue or highway is environmentally suitable for the type of event proposed. Attention should be given to the concerns of local residents in respect of noise, litter and traffic. Consideration should be given to toilets, hot/cold drinks, communication systems, lighting, tents and any other environmental issues. Organisers should at all times comply with statutory requirements.

Communications

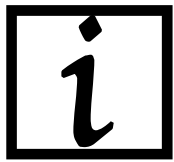
A sound reliable system of communication should be in place prior to the commencement of an event. Stewards and organisers must be able to communicate effectively. A jointly staffed office should be established to provide joint communications between all participating organisations. In the event of an evacuation, an effective means of communication to the public is vital.

Food Hygiene

If any part of your event involves preparation or serving of food and drink, either for sale or to give away, please contact the City of Lincoln Council Environmental Health Officer in advance of the event. When using professional caterers, ensure they are registered under the Food Safety Act 1990 and ask for written evidence. Your caterers must have received some training in food hygiene that should ensure that they are providing and preparing food that is safe. An outline of the type of catering and facilities should be provided.

People with Disabilities

You should ensure that all arrangements made, including emergency procedures, meet the needs of disabled people.



Event Organisers Notes continued 2

Temporary Structures (Including electrical loading)

Any marquee, tent or temporary structure erected as part of an event should be suitable for the purpose intended, in good condition and erected by competent persons. All tents, marquees and any other temporary structure made of materials that may be flammable should be treated to ensure they are flame resistant. Ask the contractor for the certificates to confirm this. Any temporary structure that is load bearing should be erected in strict compliance with Health & Safety legislation. Where there is a fire safety implication i.e. outdoor cooking using LPG bottles, Lincolnshire Fire & Rescue Service should be consulted. Where electricity is required within the event this should be provided by generators. If any mains electricity is used it should be installed by a competent electrical contractor. All electrical systems should be protected by a suitable Residual Current Device (RCD) with a rating of 30mA.

Industry certification

If you are hiring attractions for the day ensure any industry certification is provided. You will need to provide proof of these. This includes any portable equipment test certificates and other requirements such as PIPA certificates for inflatable items. It is the event organisers responsibility to ensure compliance.

Licensing

Please ensure you have considered any licensing requirements.

Publicity

In your publicity for the event please use the full titles: Hartsholme Country Park and Swanholme Lakes Local Nature Reserve. The Rangers will endeavour to display any posters or flyers you supply in advance. Please advise the Park Rangers of the details of your advertising prior to publicising.

Hartsholme Country Park Cafe

For larger events we request that you inform the café of any event taking place.

After the event

The event organiser must clear all litter, posters and equipment (including any course markers and signs) brought into the park by organisers, participants or spectators.

Cancellation

Please inform the Park Rangers as soon as possible if the event is to be cancelled.

What happens next?

Your documentation needs to be sent to the Park Rangers and other City of Lincoln Council Officers. If necessary your application may be considered by the Safety Advisory Group. Ultimately permission will be granted by the Open Spaces Officer with guidance from the Park Rangers and the Safety Advisory Group. We endeavour to contact you within one month of receiving the application.

Applications should be presented at least 2 months before the proposed date.

Completion of the application process does NOT confirm permission for the event to take place.



Hartsholme Country Park Swanholme Lakes Local Nature Reserve

Contact with Hartsholme Café.

For large events we request that prior to your event please speak to Hartsholme Café.
Complete this form for their records.

Event Details

Date of Event: _____

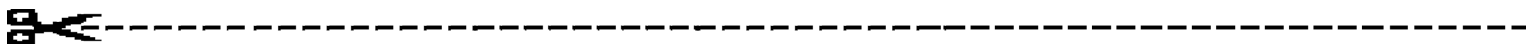
Event title and description: _____

Start time: _____ Finish time: _____

Numbers expected to attend. _____

Contact name: _____

Organisation: _____



***This section to be completed by Hartsholme Café as necessary
and returned to the Park Rangers .***

Event Details

Title and date of event: _____

Are you satisfied with the information provided:

Special arrangements to be made for the event if any: _____
