

Event checklist

Renfrewshire Council host a variety of events across the year and we are delighted you are thinking of hosting your own event. We would ask you to complete this event checklist and return to us alongside your event site plan a minimum of 14 weeks prior to your planned event.

This allows us to ensure that your event will be run safely and sensibly, adheres to all legal and licensing requirements and to check the venue you wish to use is available and will not clash with any other local activity.

As you move through the checklist you may find some sections not relevant to your event—please note these as not applicable. Where sections are relevant please provide as much information as you can. Once completed, please return the form, along with all required documentation to the above address at least 14 weeks prior to the event.

If you change any details included in your checklist – including site plan, infrastructure, or road closures—after you have submitted it for approval by Renfrewshire Council, you must resubmit the changed information for consideration.

Information provided by you regarding your event will be circulated to other relevant Renfrewshire Council departments and external organisations such as the blue light services who may be required to be involved with your event or require further information.

Once your application has been processed, you will be informed by letter, email or telephone of any licencing or hire documents you will be required to apply for and complete.

Completed checklists together with your event risk assesment and site plan should should be submitted to events@renfrewshire.gov.uk or to

Renfrewshire Council Events Team, 5a High Street, Paisley, PA1 2AE

Completed documents should be submitted a minimum of **14 weeks** before your planned event. If your event is sooner than this or you require any help completing the checklist please call us on **07966 146 325 / 07483 361 005**

For office use only

Date received	
Processed by	

Event Organiser's details

Name of organisation			
Name of event organiser (responsible for health and safety, noise control and overall running of the event on the day)			
Contact address			
		Postcode	
Daytime telephone number			
Evening telephone number			
Mobile number			
Email address			
Website address			
Event public enquiries number			

Hire fee

A non-refundable hire fee may be required for the use of Renfrewshire Council land. In addition to the hire fee, a refundable deposit may be required against damage, ground reinstatement or unexpected costs related to the event.

All event organisers are advised to photograph and record the condition of the venue before and after the event. An invoice will be issued for all hire fees and deposit. Payment of the fees shall be made in full upon receipt of the invoice. If payment is not received by the due date, the council shall have the right to revoke the permission for the use of its land.

Event details

The more information you provide about your event the easier it is to process and the fewer questions we need to ask you—please provide a full description of your event attaching additional information if necessary.

If any details for your event change after submission of this form it is your responsibility to inform us.

Event name	
Full description of event (please include all elements you are proposing such as stalls, displays, dance etc)	

Event Timings			
Date and time required to the site for event preparation			
Start and finish times of the event			
Date and time when the site will be vacated after the event			
Approximate number of people expected to attend per day			
Type of event			
<input type="checkbox"/>	Registered Charity Event	<input type="checkbox"/>	Commercial event
<input type="checkbox"/>	Non-registered Charity Event	<input type="checkbox"/>	Not-for-profit event
For charity event—name of charity			
Will all income raised go to the charity concerned?			
<input type="checkbox"/>	Yes—if you plan to raise money you will require a Public Charitable Collection licence	<input type="checkbox"/>	No—please give details
Is the event free to members of the public		<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No

Activity of the Event

Do you intend to utilise or permit any of the following attractions at the event? (Please tick all the appropriate boxed in each section)			
<input type="checkbox"/>	Live and/or recorded music	<input type="checkbox"/>	Fireworks/pyrotechnics/lasers
<input type="checkbox"/>	Public procession	<input type="checkbox"/>	Funfair rides
<input type="checkbox"/>	Performance of a play and/or dance	<input type="checkbox"/>	Inflatable's
<input type="checkbox"/>	Showing of a film	<input type="checkbox"/>	Market stalls
<input type="checkbox"/>	Bar/Alcohol	<input type="checkbox"/>	Food/drink stalls
<input type="checkbox"/>	Late night refreshments	<input type="checkbox"/>	Any animal involvement
<input type="checkbox"/>	Sale/supply of hot food or hot drinks	<input type="checkbox"/>	Other—please specify below
Other			

Temporary Structures/equipment

Do you intend to utilise any of the following at the event?

(If so, please tick all the appropriate boxes and ensure these are included on your site plan)

<input type="checkbox"/>	Marquees/tents/gazebos	<input type="checkbox"/>	Stage Barrier
<input type="checkbox"/>	Portable generators	<input type="checkbox"/>	PA delay tower
<input type="checkbox"/>	Staging	<input type="checkbox"/>	Free standing lighting rig
<input type="checkbox"/>	PA system	<input type="checkbox"/>	Other—please specify

Other

Note: Please supply as much information as possible about each of these in your risk assessment

Road closure/Traffic Management

Please note that these will incur costs

Do you anticipate the need to apply for? (please tick)			
<input type="checkbox"/>	Road closure	<input type="checkbox"/>	On street parking restrictions
<input type="checkbox"/>	Traffic diversion	<input type="checkbox"/>	Car park closure

If you have ticked any of the above, please provide a site map of the locations, indicating where any barriers, cones and 'road closed' signs will be placed, including the dates and times of the closures or diversions.

Depending on the nature of the event and the potential impact on the town's road network you may be asked to attend pre and post-event site meetings as necessary to discuss your event. To make your event more sustainable, encourage visitors to use public transport, cycle or walk to the event.

Please provide details of your traffic management plan: Plan should include timings of closures, parking arrangements for visitors, roads impacted and diversion plans if applicable

Public Liability Insurance

Event organisers are required to hold a current policy of insurance relevant to the activity being organised in respect of public liability or third-party risks (including products liability where appropriate). Providing employer's liability only is not acceptable. The relevant time of indemnity shall be an amount approved by the council's Risk and Insurance department

Please give details of the value of your cover and provide a copy of your insurance with your completed application.

Catering concessions

Please confirm that all catering concessions at the event comply with current food safety legislation and have a licence to trade.

Name(s) of catering provider:

Stewarding/security/marshals

How many stewards, marshals or security staff will there be at the event and which company will provide them?

Number and type of Stewarding/security/marshals:

Name(s) of Stewarding/security/marshals provider:

Please show the location on your site map of marshals for events involving road closures.

First Aid provision

Please supply an outline of the medical and first aid cover to be provided	
Outline of cover (numbers of first aiders)	
Name(s) of first aid provide and contact details:	

Toilets

Are there public toilets available at the venue that will be open throughout the duration of the event?			
	Yes—please confirm that you have arranged for any out of hours opening if required.		No
Do you intend to provide additional portable toilets?			
	Yes—how many and where will they be sited		No

Litter/Waste management

Please detail your waste management arrangements and include the contact details of any refuse contractor that may be used.

Declaration

The following documentation must be enclosed with this application

I have enclosed the following				
Risk assessment/ method statement	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Public liability insurance certificate	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Site plan—This is important if your event includes structures such as tents, stages, parking areas etc	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Road closure map	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Traffic management plan	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<p>Failure to submit relevant and up-to-date documentation will delay the processing of your application and your event may not be able to go ahead.</p> <p>If you have answered no to any of the above question, please give details why</p>				

I understand my obligations and responsibilities with regard to the content to this application. I understand that failure to comply with any of the terms and conditions for holding an event on Renfrewshire Council land may result in the cancellation of the event by the council. In addition, I agree to inform the council of any proposed changes to the information contained within this application.

Signed	
Print name	
On behalf of (organisation)	
Date	

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