**Events enquiry form**

**Office use only**

|  |  |
| --- | --- |
| Cust No. |  |
| Order No. |  |
| Amount: |  |
| 🞎 N/C |  |

Please complete all sections of this form.

For events taking place in one of our parks or green spaces return to [greenspaces@chesterfield.gov.uk](mailto:greenspaces@chesterfield.gov.uk) or

Green Spaces Team, Stonegravels Depot, Old Brick Works Lane, Chesterfield, S41 7LF.

For events in the town centre return to [markets@chesterfield.gov.uk](mailto:markets@chesterfield.gov.uk) or Markets Department, Market Hall, Chesterfield, S40 1AR

If sections are not applicable, please put N/A.

Please get in touch with Chesterfield Borough Council using the contact details above if you have any queries or would like more information.

# Applicant contact details

|  |  |
| --- | --- |
| **Name of Organisation** |  |
| **Name of Applicant** |  |
| **Address** |  |
| **Postcode** |  |
| **E-mail Address** |  |
| **Telephone Number** |  |
| **Mobile Number** |  |

# Booking details

|  |  |
| --- | --- |
| **Nature of Booking**  (i.e. sports meeting, market, training session, rally, trade exhibition, music concert, gala, festival, fun fair) |  |
| **Give Details of Event** |  |
| **Has this event taken place before on Chesterfield Borough Council owned land?**  **Please answer yes or no.** |  |
| **Location Required** |  |
| **Date(s) Required – operational** |  |
| **Time(s) Required – operational** |  |
| **Date(s) to set up and pull down** |  |
| **Time(s) to set up and pull down** |  |
| **Number of persons expected to be present** |  |
| **Is there to be a charge for admission?** Please answer yes or no. If yes, please state amount per adult / concessions. |  |
| **Will you be making an application for a Temporary Event Notice for this event?**  Please answer yes or no. If yes, please name Licensee acting on your behalf and anticipated licensing hours. |  |
| **Will you require the catering rights for the event?**  Please answer yes or no. |  |
| **Additional information / comments** |  |

# Application certification

|  |  |
| --- | --- |
| **I confirm that I have read and understood the Terms and Conditions (**[**available on planning an event webpage**](https://www.chesterfield.gov.uk/living-here/planning-an-event/)**)**  Answer yes to confirm. |  |
| **I confirm that I am authorised to complete this form and agree to be responsible for any information provided.**  Answer yes to say you are authorised. |  |
| **I understand that this booking will be treated as provisional until I receive confirmation in writing from Chesterfield Borough Council.**  Answer yes to say you understand. |  |
| **I agree to produce further documentation as required by the council.**  Answer yes to say you agree. |  |
| **I understand that a fee may be applied to this event. This will be agreed prior to the event taking place and will be based on the nature of the event.**  Answer yes to say you understand. |  |

|  |  |
| --- | --- |
| **Signature:** |  |
| **Date:** |  |



All information provided will be treated in accordance with the Data Protection Act 2018 and will remainconfidential. We will not share your information with third parties. You can [view our privacy notice*.*](https://www.chesterfield.gov.uk/1252)