

Please complete in relation to your event:

Item	Yes/No	Details
Marquee/Tent/Temporary Structure/Stage/Market stalls		
Catering facilities		
Propane Gas/Compressed Air/Chemicals		
Disco/Group/Live Band/Perfomers/Acts		
Decorations (flowers, banners)		
Caravans/Camping/Tents		
Strobe/Flashing/infra red or ultra violet lights		
Fireworks		
Fairground rides		
Inflatable's/bouncy castles		
Animals		
Procession/Parade		
Photographers/Drone images/video footage		
Other (please detail)		

Please ensure you get any paperwork from the persons/company providing these services for you. Request risk assessments/insurance/sign-off paperwork/etc

An overall risk assessment for your event will be requested before you receive confirmation of your booking.

Where will the public attending the event park?	
Where will the traders/organisers of the event park?	



Attendees

Who is your target audience for this event? Children, Senior Citizens, Families	
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You may be required to provide a lost/found children/vulnerable persons procedure in support of your application.

Licensable activity

Activity	Yes/No	Licence information
Live music		
Recorded music		
Dancing		
Performance of plays		
Films		
Bar/alcohol		
Late night refreshment sales of food & drink between 11pm – 5am		
Boxing/wrestling		

If you need any advice or have any questions regarding licensing, including large scale events please contact our licensing team on 01205 314200 or email licensing@boston.gov.uk

Food Hygiene

Is food being served at your event? If yes, please provide details.	
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Environmental Protection may contact you regarding Food Safety at your event.

Public liability insurance

You must hold public liability insurance to a minimum of £5million. We only require the certificate of insurance, please make sure as a event organiser you read your small print and restrictions to ensure your event is run in accordance with your insurance policy.

Held with:	
Expires:	



Highways

Does your event require any closures of footpaths, roads, loading bays, parking areas?	
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If yes please note you will need to complete the online form at:

<https://www.lincolnshire.gov.uk/residents/transport-travel-and-roads/street-services/traffic-management/events-on-the-highway/36947.article>

Contact Details

Organisation (if applicable)	
Name	
Email	
Tel number	
Mobile number	

This form is designed in order to give Boston Borough Council an overview of your event. If this stage of your application is successful, we may contact you to ask for an Event Plan and Risk Assessments before confirmation is given that your event can take place.

Template and Guidance for writing your event plan and risk assessments can be found on the Lincolnshire Prepared website, <https://www.lincolnshire.gov.uk/lincolnshire-prepared/lincolnshire-event-safety-partnership>
This is the only format that Boston Borough Council will accept these documents in.

Please note that your event is not confirmed until you receive a letter of confirmation from Boston Borough Council. You may be required to pay a fee and a bond two weeks prior to your event.

Data Protection Statement

The information you provide on this form will be used only for the purposes outlined below and will not be used for additional purposes without your consent.

The information will be used by the Authority to organise and manage the event, provide contact details should issues arise and form a register of businesses that attend.

To facilitate this, the information will be shared with other internal departments, Safety Advisory Groups and responsible authorities such as the police, highways. EMAS and fire department.

In the case of where an accident or incident has happened it may be necessary for your information to be passed on to affected persons.

