

Application form to hold an event on Housing open spaces.

Name:

Organisation:

Address

Contact email address

Contact telephone number

Please tell us about your previous experience of organising events

Please describe the event you wish to hold

Please tell us

Setting up time	
Start time	
End time	
Packing up time	

Please tell us

Duration of the event	
Maximum number of people at any one time	
Maximum number of people over the whole event	
Audience profile	
Target attendees	

How will you promote the event?

Please describe the activities you will put on

How will you manage waste generated by the event?

Please tell us about the facilities you will be using or bringing to the site, eg
fencing, generator, lighting, marquees, PSA tower, seating or tables, signage, stage,
security, vehicles, volunteers

Please tell us how you will manage event safety? E.g. staff comms, crowd management, fire prevention, first aid, emergency evacuation, lost children, accessibility

Please let us know which consents you have in place for activities; e.g. for food vendors, stalls, road closures, parking bays, sale of alcohol, marquees, performances, recorded or live music

Please include your event plan, site map, and risk assessment with this application.

There is more information about event organising here: [Organise an event in Southwark | Southwark Council](#)

[Organising a voluntary event: a 'can do' guide - GOV.UK](#)