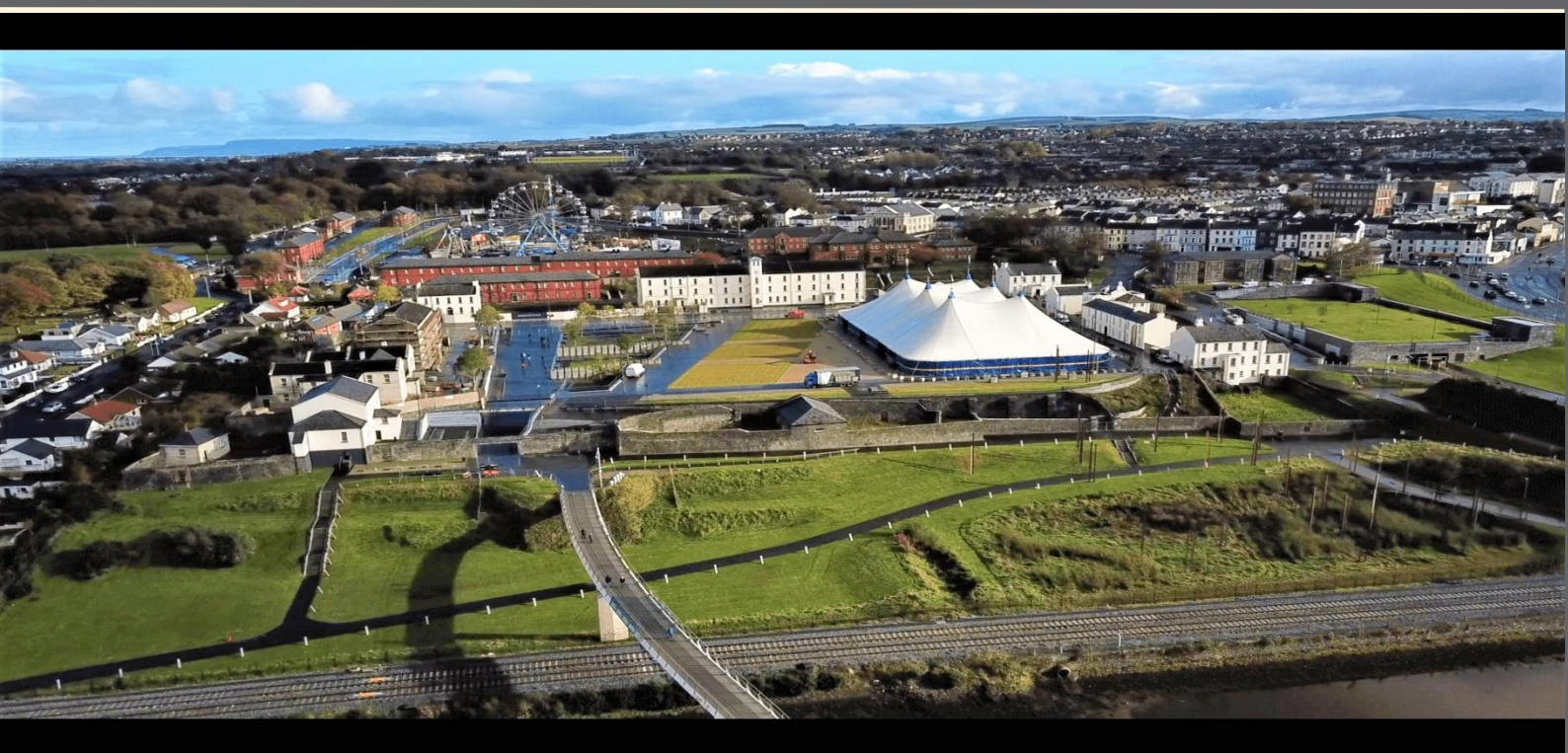


EBRINGTON



Event Space Application and Conditions of Use 2020/21

www.yourebrington.com

*Please submit a completed application form by mid-May 2020
Please note a specific date will be confirmed closer to the time*

EBRINGTON - EVENT SPACE APPLICATION FORM

Events for the period 1 April 2020 to 31 March 2021

1. Applicant Details

Event Promoter (EP)
Name *

Organisation/Company
Name

Business Address
(including postcode)

Email

Telephone/Mobile

Description of
Organisation/Business

(Including registered
company no.)

2. Event Details

Name of Event

Proposed Location
(Please Tick)

Ebrington Square

Temporary Car Park

Event Dates

Alternative date if possible

Attendance figures and
Target Audience

How will the event be
promoted -
Communication/Publicity

Date PE1 form submitted
to Derry City and Strabane
District Council (DCSDC)

Date you intend to present to DCSDC Security Advisory Group (if applicable).
Please note SAG do not approve events only provide advice.

Please describe your event (you should include all components; number of stages/
stalls/ music/catering)

Is this event (Please tick one box only)

Commercial Non-commercial Non-Profit Making

If Charity – Name of Charity

.....

Charity Registration number

.....

4. Licensable Activities (to include access arrangements)

Will the event include entertainment?

Yes/No

Please provide details

Will the event include the sale of alcohol?

Yes/No

If so, number of bars?

Name of person responsible for alcohol sales at the event?

Will there be food for public consumption at the event?

Yes/No

Are any footpaths, roads or public rights of way that are normally open to the public to be restricted during any stage of the event? If so, please state to what extent.

Yes/No

Please highlight below the individual activities you intend at the event;

Fireworks/pyrotechnics

Carnival/procession

Fairground

Aircraft (incl. drones)

Parachutists

Balloon launch

Hot air balloon

Horses/other animals

Motorcycles

Other motor vehicles

Re-enactment group

Inflatables (e.g. bouncy castle)

Portable staging

Stewarding/security

On site communications

Live music

Live entertainment

Lost children point

Barriers/fencing

Marquees

Portable generator

Power supply

Toilets

Alcohol

Food/drink concessions

Barbecue

Water supply (limited)

P.A. system

Living history

Market stalls

Other - Please specify

5. Financial

If different from the Event Promoter* please provide details of who should be invoiced;

Contact Name

Organisation

Postal Address
(Inc. postcode)

Email

Telephone/Mobile

***The Event Promoter is the Senior Responsible Owner, responsible for the management and insurance of the entire event.**

6. Hire Fee and Deposit

Please refer to Conditions of Use for detailed costs.

The hire fee and deposit will be calculated once your application is submitted.

7. Declaration

In making this application I confirm that:

- The information I have provided in my application is correct and that I am solely responsible for all aspects of the event.
- I am responsible for supplying all requested information and will liaise directly with The Executive Office on all event related matters.
- I understand that submission of my application does not mean I have permission to hold the event and that I will be required to provide more information, for example a detailed Event Plan, before permission is granted.
- I understand that date preference will be given to those events which best provide significant economic and social benefits to the region.
- I understand that TEO may give preference to significant events supported by DCSDC, Visit Derry, NITB and other agencies that offer considerable economic and social benefits to the region. These may take precedence and may lead to the cancellation/postponement of events already approved on the site.
- I have read and agree to adhere to The Executive Office's Ebrington Terms and Conditions of Use Policy (available at www.yourebrington.com)
- I understand that details of my event application, including my contact details, may be provided to other government departments, statutory services, licensing bodies and agencies for planning, licensing and safety reasons.
- If the event is advertised before TEO approval is granted or is not approved, I shall be solely responsible for all liabilities and costs including site rental, set-up and decant fees and all site cleaning and maintenance fees (if applicable).
- I will agree and sign the Event Plan on submission.

Agreed, Signed and Dated

Event Promoter

Name:

Date:

Signature:

Please return your completed application form to:

yourebrington@executiveoffice-ni.gov.uk

This application form provides The Executive Office with an overview of your event only. Please note that this is not a booking form and submitting your application form does not confirm your use of the space requested. No provisional bookings will be made or accepted.

The number of annual events on Ebrington is restricted. The Executive Office intend to compile a diverse events programme and reserve the right to reject applications of a similar nature. If multiple requests are received for the same period and the applications meet all requirements, an alternative event space or date, if possible, will be offered in the first instance. If agreement is not reached, a closed bid process will be enacted and the highest bid will proceed. A reserve list of events will be held and utilised by TEO if an agreed event does not proceed. Failure to adhere to the Conditions of Use at this or a previous event may affect future event approvals.

Further advice and support on planning your event is available from The Executive Office, Building 71, Ebrington Square, Derry-Londonderry.