

Tullamore Town Council



Application Form for Use of Lloyd Town Park

PLEASE READ ACCOMPANYING NOTES PRIOR TO COMPLETING THIS APPLICATION FORM

Name of Organisation making application (<i>i.e. Event Organiser</i>)	
Address for Correspondence	
Name and contact details for designated Event Co-ordinator for the Event	Name: Position in Organisation: Contact Details:
Name and contact details for designated Health and Safety Officer for the Event	Name: Contact Details:
What are the main day to day activities of the organisation?	
What is the status of the organisation? (<i>e.g. State Agency, Limited Company, Community Arts etc</i>)	
Date(s) and time when park is required	
Estimated No.'s attending event	
Brief summary of proposed activities for the event (<i>please attach detailed Event Programme to</i>	

<i>application form if large scale event)</i>	
Is it proposed to bring equipment into the park for the event e.g. stage, bouncing castles, additional toilet facilities, lighting towers, any such structures and facilities? <i>(If 'yes' please list all this equipment)</i>	
Name and address of Organiser's insurance company/broker	
Insurance Policy No. <i>(please enclose copy of policy)</i>	
Current level of public liability cover on policy in any one incident <i>(minimum level acceptable €6.5m)</i>	
Date of expiry of insurance policy	
Has indemnity to Tullamore Town Council for the period of the event been included ?	Yes/No
Where equipment has been listed above please note that this may require additional insurances and certification <i>(e.g. stages, bouncy castles)</i> and may not be covered under your general event insurance policy. Please confirm and list any such items/activities not currently covered <i>(See Note 5 on accompanying criteria document)</i>	
Has a risk assessment of the venue been carried out by a competent person ? <i>If 'yes' please submit copy and name and address of Assessor</i>	Yes/No
Has a detailed separate health and safety plan been deemed necessary for the event ? <i>(if 'yes' please enclose a copy, if 'no' please confirm why it is not necessary)</i>	Yes/No
Has consultation taken place with the Tullamore Gardai <i>(if 'yes' please confirm name of Member of the Gardai)</i>	Yes/No Name of Contact
Has consultation taken place with the Tullamore	Yes/No

Fire Services? (if 'yes' please confirm name of Fire Officer)	Name of Contact
Has the Gardai or Fire Services requested any specific measures that have to be complied with by the event organisers? (if 'yes' please list these)	
Has it been deemed necessary to seek assistance from the Civil Defence or other such voluntary agencies? If 'yes' please give details of assistance to be provided (e.g. first aiders, ambulance etc)	
Please outline details of the organisation's Child Protection Policy and procedures for vetting of artists, performers, volunteers etc that will be in direct contact with children during the event in the Park	

I acknowledge that I have read and understood the '*Terms and Conditions of Tullamore Town Council for use of Lloyd Town Park by State Agencies and Community & Voluntary Organisations*' which accompanied this application and confirm that the procedures and requirements as set out by Tullamore Town Council will be fully adhered to at all times.

I further certify that the information supplied in this application is a true and accurate representation of the facts.

Name: (Please Print) _____

Signature: _____

Position in Organisation: _____

Date: _____

Please Return Completed Form To:-

Town Clerk, Tullamore Town Council, Town Hall, Tullamore, Co. Offaly
Telephone (057) 9352470