# OPEN SPACE Request Form

Complete this form to apply to use one of our open spaces for your event or activity. Please be aware that we cannot give you exclusive use as this is a public space.

## About you

|  |  |
| --- | --- |
| **Your full name** |  |
| **Name of business or organisation** |  |
| **Telephone Number** |  |
| **Email address** |  |

## About your event/activity

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| --- | --- |
| **Which Open Space?** |  |
| **What will you be doing?**  Please provide information about your event/activity, include number of performers and describe your event. |  |
| **How many people do you expect to attend?** |  |
| **Please list the date or dates you would like.** |  |
| **What time would you like to arrive and leave the site?** Include setting up and breaking down time. |  |
| **What equipment will you be bringing?** i.e. gazebo, van, tables, roll banners etc |  |
| **Will you require access to electrical power?**  Not all open spaces have this option. |  |
|  |  |
| Where applicable, please provide a copy of the documents below: | **Please tick below, all documents attached.** |
| **Public liability certificate** |  |
| **Event plan** |  |
| **Risk assessment** |  |
| **Do you need vehicle access to unload equipment?**  ***Please note that parking is not permitted in the park*** | **YES / NO**  **If yes, you will be required to have an induction with the ranger prior to your event.** |

Please return your completed form to Nykki Mehta: [nmehta@frometowncouncil.gov.uk](mailto:nmehta@frometowncouncil.gov.uk)