Before you start please refer to the relevant information and documents in [our A – Z guidance](https://bute-park.com/guidance/) on the [event pages of our website](https://bute-park.com/planning-an-event/). Read those that apply to you and your event and get a sense of the full application process before you start. Once you have the answers to at least Part 1 of this form you may also wish to speak to someone within the Bute Park Office via [butepark@cardiff.gov.uk](mailto:butepark@cardiff.gov.uk) or 02920 788402.

We recommend all applicants [visit site](https://bute-park.com/directions/) so they understand the spaces available or at least view [aerial images online](https://www.google.com/maps/place/Bute+Park/@51.4845766,-3.1874407,489m/data=!3m2!1e3!4b1!4m5!3m4!1s0x486e1ca45662cb93:0x41e744e3c5cba3e6!8m2!3d51.4845766!4d-3.185252), which will help with wider location context and scale.

Application forms can be completed in two parts or you can progress straight to the full application (part 1 + 2) depending on how far you are in your planning and the timeframe until the proposed event day.

Booking Process Stage 1 - Enquiry and provisional booking:

* On receipt of a fully completed Part 1 application form, and our ability to accommodate your request, we will be able to send you a provisional booking confirmation letter.
* This will outline the terms of your booking, which should be signed and returned by the event Director(s).
* Note we may require payment of a deposit to secure the dates.
* At this stage your booking remains subject to contract and licence but you are permitted to market the event at your own risk.

Booking Process Stage 2 - Contract:

* Once we receive a fully completed application form (Part 1 and Part 2) and you have been advised by the city’s Events Liaison Panel (ELP) (if applicable) we will be able to send you a contract letter.
* You must sign and return the back page and ensure all outstanding requirements are met by the specified deadlines in order to be granted access to the event site.

Please note:

* This is an application form and not a booking form; submission does not automatically confirm your use of the venue and dates requested.
* Dates will be confirmed in due course, until then any planning of the event is entirely at your own risk and you should not market the event publicly.
* Your application form may be returned to you if you have not completed all sections required, so please take care to check all requested information has been provided to avoid delays in the processing of your request.
* Please give specific named contacts where requested as this supports our due diligence work when considering your application.

|  |  |
| --- | --- |
| I am making a Part 1 enquiry only | Dated: Click here to enter text. |
| I am making a Part 2 application and updating Part 1 information provided previously where necessary | Dated: Click here to enter text. |
| Name of person completing the application | Click here to enter text. |

**Event space this application relates to:**

|  |  |
| --- | --- |
| [Coopers Field](https://bute-park.com/event_guide/coopers-field/) | [Cardiff Castle – Access only](https://bute-park.com/event_guide/castle-access/) |
| [Sophia Gardens](https://bute-park.com/event_guide/sophia-gardens/) | [Cardiff Castle – Access and compound space rear of Cardiff Castle](https://bute-park.com/event_guide/castle-access/) |
| [Orchard Lawn](https://bute-park.com/event_guide/orchard-lawn/) | [Cardiff Castle – Access and compound space rear of Cardiff Castle and on Coopers Field](https://bute-park.com/event_guide/castle-access/) |
| [Blackweir Sports Pitches](https://bute-park.com/event_guide/blackweir-sports-pitches/)  Plus Blackweir Changing rooms | Don’t know/Require advice |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 1 – Contact details of the lead event organiser:** | | | |
| **Name of applicant organisation** | Click here to enter text. | **Name of lead event organiser** | Click here to enter text. | |
| **Organisation website** | Click here to enter text. | **Lead organiser’s mobile number** | Click here to enter text. | |
|  |  | **Lead organiser’s e-mail address** | Click here to enter text. | |
| **I/We have organised an event in a Cardiff Park or Open Space before** | Yes  No | If yes, please give details | Click here to enter text. | |
| **I/We have organised a similar event in a Park or Open Space elsewhere before** | Yes  No | If yes, please give details | Click here to enter text. | |
| **Contact postal address for letter and contract documents** | | **Invoice address *(if different)*** | | |
| Address line 1 | Click here to enter text. | Address line 1 | Click here to enter text. | |
| Address line 2 | Click here to enter text. | Address line 2 | Click here to enter text. | |
| Town/city | Click here to enter text. | Town/city | Click here to enter text. | |
| Post code | Click here to enter text. | Post code | Click here to enter text. | |

STAGE 1a – Contact details of the lead event organiser:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part 1 – About your event:** | | | | |
| **Event name** | Click here to enter text. | **Event dates**  (please give 1st, 2nd and 3rd choice options if appropriate) | Click here to enter text. | | |
| **Expected number of set up days** | Click here to enter text. | **Expected number of take down days** | Click here to enter text. | | |
| **Describe the event and what the main objectives are in holding it**  *(please provide as much information as possible to help us understand scale, audience, and potential impact to the site)* | Click here to enter text. | | | | |
| **Who is the event open to? (tick all that apply)** | General Public  Ticket holders  Private/invited guests | **Cost of tickets**  Please include all face value ticket options proposed | Click here to enter text. | | |
| **Some of the costs of running my event will be met by sponsorship** | Yes  No | | | | |
| **The organiser(s) or organising body of the event will be paid for their work** | Yes  No | | | |
| **Some people will work on the event on a voluntary basis** | Yes If yes, what role will volunteers perform?  No \_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **The event will be run on a strictly not-for-profit basis with all profits going to a registered charity** | Yes  No | Fundraising target: \_\_\_\_\_\_\_\_  Charity number: \_\_\_\_\_\_\_\_ | | |
| **A fixed donation will be given to charity or a % of profit/ticket sales** | Yes  No | Est. value of charity donation | | £\_\_\_\_\_\_\_\_ |
| **I plan for this event to be:** | A one off  Repeating  Frequency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
|  | **Day 1** | **Day 2** | **Day 3** | | |
| **Target demographics**  Specify for each event day if different, e.g. ages and gender ratios, any special interests of the group.  Tell us if children under 16 will or will not attend the event. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | |
| **Target audience size**  (minimum number attending) | Click here to enter text. | Click here to enter text. | Click here to enter text. | | |
| **Target audience size**  (maximum number attending) | Click here to enter text. | Click here to enter text. | Click here to enter text. | | |
| **Event/Show start and finish times** | Click here to enter text. | Click here to enter text. | Click here to enter text. | | |
| **Indicative event day(s) schedule/ programme** | Click here to enter text. | Click here to enter text. | Click here to enter text. | | |

|  |  |
| --- | --- |
| **Part 1 – Required documents** | |
| **All event organisers must submit:** | |
| A signed [**Indemnity Form**](http://bute-park.com/wp-content/uploads/2013/12/Indemnity-Form-2015.pdf) | Attached /  To follow |
| A copy of [**Public Liability Insurance**](https://bute-park.com/event_guide/insurance/) for the event | Attached /  To follow |
| A site-specific event [**risk assessment**](https://bute-park.com/event_guide/risk-assessment/) | Attached /  To follow |
| An event [**production schedule**](https://bute-park.com/event_guide/schedule/) | Attached /  To follow |
| A **[Traffic Management Plan](#_Hlk76542979" \s "1,8055,8078,0,,Traffic Management Plan)** | Attached /  To follow |
| A **[site plan](#_Hlk76543005" \s "1,8195,8205,0,,site plan)** | Attached /  To follow |
| A [**route map**](https://bute-park.com/event_guide/route-map/) (run/walk only) | Attached /  To follow /  NA |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 1 – Temporary Structures** | | | |
| I will be using [structures](https://bute-park.com/event_guide/structures/) at my event | Yes /  No | | |
| **Perimeter fence** | Yes - *We will require further information. CDM regulations may apply. Show on site plan.* | No | TBC |
| **A stage or multiple stages** | Yes - *We will require further information. CDM regulations will apply. Show on site plan.* | No | TBC |
| **Garden-sized gazeebo structures (i.e. not supplied and installed by specialists)** | Yes -*Activity must be covered in event RA and a wind-management plan put in place. Show on site plan.* | No | TBC |
| **Larger marquees or big top(s) from a 3rd party supplier** | *We will require further information. CDM regulations will apply. Show location(s) and specify type(s) on site plan.* | No | TBC |
| **A start/finish gantry** | Yes - *We will require further details (see Part 2). CDM regulations may apply.* | No | TBC |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 1 – Power** | | | |
| I will be using [power](https://bute-park.com/event_guide/power/) at my event | Yes /  No | | |
| **Single Phase Power via diesel generator(s)** | Yes - *We will require further information* | No | TBC |
| **Three Phase Power via diesel generator(s)** | Yes - *We will require further information* | No | TBC |
| **Use of 13amp on-site power supply at Blackweir Changing Rooms** | Yes - *Include use in RA* | No | TBC |
| **Use of 13amp on-site power supply at Orchard Lawn (outside Secret Garden Café)** | Yes - *Include use in RA* | No | TBC |
| **Use of single phase power supply at Sophia Gardens Event Area** | Yes - *We will require further information* | No | TBC |
| **Use of three phase power supply at Sophia Gardens Event Area** | Yes - *We will require further information* | No | TBC |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part 1 – Fairground or weight bearing inflatables** | | | | |
| I will be using [**fairground**](https://bute-park.com/event_guide/fairground-rides-and-amusements/) rides at my event | Yes - *We will require further details (see Part 2). Show location(s) and specify type(s) on site plan.* | No | TBC | |
| I will be using **weigh baring** [**inflatables**](https://bute-park.com/event_guide/inflatables/)  rides at my event e.g. bouncy castles | Yes - *We will require further details (see Part 2). Show location(s) and specify type(s) on site plan* | No | TBC | |
| I will be using **non-weigh baring** [**inflatables**](https://bute-park.com/event_guide/inflatables/)  rides at my event e.g. bouncy castles | Yes - *We will require further details (see Part 2). Show location(s) and specify type(s) on site plan.* | No | TBC | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 1 – Event Content/Production** | | | |
| **A PA System (**[**noise**](https://bute-park.com/event_guide/noise/)**)** | Yes - *Show location(s) on site plan.* | No | TBC | |
| **Site Lighting (via tower lights or festoon lighting)** | Yes - *You will need to submit a lighting plan for approval.* | No | TBC | |
| [**Big scree**](https://bute-park.com/event_guide/structures/)**n(s)** | Yes - *Show location(s) and specify type(s) on site plan.* | No | TBC | |
| **On-site cash machine(s)** | Yes - *Show location(s) on site plan.* | No | TBC | |
| **Use of WiFi data connection (Coopers Field only)** | Yes - *Separate application from required.* | No | TBC | |
| **Use of hard-wired data connection (Coopers Field only)** | Yes - *Separate application from required.* | No | TBC | |
| **Live streaming of the event** | Yes - *Separate application from required.* | No | TBC | |
| **Use of pull-up banners** | Yes - *Include use in RA and put suitable wind contingency plans in place* | No | TBC | |
| **Use of Council te**[**mporary event banner locations**](https://bute-park.com/event_guide/banners/) **(for use by charity events only)** | Yes - *See guidance on website* | No | TBC | |
| **Use of Bute Park** [**branded heras fence scrim**](https://bute-park.com/event_guide/heras-banners/) | Yes - Include collection and return in Production Schedule. | No | TBC | |
| [**Polyloo**](https://bute-park.com/event_guide/toilets/)**(s)** | Yes - *Show location(s) and specify type(s) on site plan.* | No | TBC | |
| [**Toilet trailer(**](https://bute-park.com/event_guide/toilets/)**s)** | Yes - *Show location(s) and specify type(s) on site plan.* | No | TBC | |
| [**First aid provision**](https://bute-park.com/event_guide/first-aid-provision/) **to staff/volunteers/ audience/ participants** | Yes - *We will require further details.* | No | TBC | |
| **Special** [**provisions for disabled**](https://bute-park.com/event_guide/disabled-provision/) **guests/ participants** | Yes - *Show details on your site plan.* | No | TBC | |
| **Exclusive hire of any adjacent Council-managed public P&D** [**car parks**](https://bute-park.com/event_guide/parking/) | Yes - *Separate application from required.* | No | TBC | |
| [**Road closures**](https://bute-park.com/event_guide/road-closure/) | Yes - *Separate application from required* | No | TBC | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 1 – Application for special production effects** | | | |
| [**Special production effects**](https://bute-park.com/event_guide/hazardous-activity/) **e.g. pyrotechnics, lasers, strobe lighting, lasers, confetti cannons, streamers** | Yes - W*e will require further details (see Part 2)* | No | TBC | |
| [**Stunt/aerial displays**](https://bute-park.com/event_guide/hazardous-activity/) | Yes - *We will require further details (see Part 2)* | No | TBC | |
| [**Fireworks**](https://bute-park.com/event_guide/fireworks/) | Yes – Supplier: Click here to enter text.  Duration \_\_\_\_\_\_ min.  *We will require further details from your supplier – site plan, fall out zone(s), RAs and method statement* | No | TBC | |
| [**Bonfire**](https://bute-park.com/event_guide/fireworks/) **(see** [**litter**](https://bute-park.com/event_guide/litter/)**)** | Yes - *Permission may be granted through negotiation.*  *Activity must be covered in the event RA* | No | TBC | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 1 – Application for event-specific filming** | | | |
| [**Filming**](https://bute-park.com/event_guide/film-photography-drones/) **for promotional purposes (on ground)** | Yes - *We will require further details. This will be restricted to within your event site.* | No | TBC | |
| [**Filming**](https://bute-park.com/event_guide/film-photography-drones/) **for promotional purposes (from a drone)** | Yes - *We will require further details. Permission may be granted through negotiation. Refer to Cardiff Film Office.* | No | TBC | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 1 – Water** | | | |
| I will be using **on-site** [**water**](https://bute-park.com/event_guide/water/) at my event  \*charges apply | No /  Yes\* | | |
| I will be providing **drinking** [**water**](https://bute-park.com/event_guide/water/) at my event  \*charges apply | No  Yes, bottled water provided  Yes, drinking water from on-site supply\* | | |
| **Use of on-site water supplies for ballast** | Yes - *Additional charges may apply* | No | TBC | |
| **Use of on-site water supplies for shower facilities** | Yes - *Additional charges may apply* | No | TBC | |
| **Use of** [**cess pit for foul/grey water**](https://bute-park.com/event_guide/waste-water/) **storage (Coopers Field Only)** | Yes - *Event organiser must fund and arrange full pump out at end of hire* | No | TBC | |
| **Tanks for** [**foul water storage**](https://bute-park.com/event_guide/waste-water/) | Yes - *Event organiser to provide*  Yes – *third party caterers/bars to provide for own use* | No | TBC | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Part 1 – Licensable Activity** | | | | | | | |
| [**LICENSABLE ACTIVITIES**](https://bute-park.com/event_guide/licensable-activity/)**:** | | Refer to site premises licences on website. Referral will be made to Venue DPS and South Wales Police Licencing Department. | | | | | |
| **Selling** [**alcohol**](https://bute-park.com/event_guide/alcohol/) | | Yes - Operating Schedule to be submitted no later than 56 days prior to your event. Premises Licence Conditions apply | | No | | TBC | |
| [**Late night refreshment**](https://bute-park.com/event_guide/licensable-activity/)  Serving hot food and drinks between 11pm and 2am | | Yes – Premises Licence Conditions apply | | No | | TBC | |
| [**Regulated entertainment**](https://bute-park.com/event_guide/licensable-activity/)  Theatrical performance  Showing a film  Boxing or wrestling (indoor or outdoor)  Live Music/provision for making music  Playing of recorded music as a main feature of the event  Playing of recorded music only as incidental/ background with 1 speaker point  Playing of recorded music only as incidental/ background with 2 or more speaker points  Dance  Dancing facilities | | Yes  Yes  Yes  Yes – PRS License required  Yes – PRS License required  Yes – PRS License required  Yes – PRS License required  Yes  Yes  Premises Licence Conditions apply | | No | | TBC | |
| [**Charitable collections**](https://bute-park.com/event_guide/licensable-activity/) **via bucket collections** | | Yes - *This will be restricted to within your event site. Note bye-law against approaching public within the park for fund raising* | | No | | TBC | |
| [**Charitable collections**](https://bute-park.com/event_guide/licensable-activity/) **via contactless donation points** | | Yes - *This will be restricted to within your event site. Note bye-law against approaching public within the park for fund raising* | | No | | TBC | |
| [**Sale of goods**](https://bute-park.com/event_guide/trading-standards/) **(e.g. sealed food/drink or merchandise)** | | Yes - *Trading Standards Applicable* | |  | |  |
| **Public interaction/ handling of** [**animals**](https://bute-park.com/event_guide/animals/) **as an attraction** | | Yes - *Specific RA and handwashing facilities required* | |  | |  |
| **Provide details of any other** [**specialist event content**](https://bute-park.com/event_guide/hazardous-activity/) | | Click here to enter text. | | | | |
| **Religious preaching** | | Yes – To be discussed with Bute Park Manager | |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 1 – Catering** | | | |
| **Crew/staff** [**catering**](https://bute-park.com/event_guide/catering/) | *We will require further information, note all units to have minimum 3/5 FSA hygiene rating* |  |  | |
| **Public/guest** [**catering**](https://bute-park.com/event_guide/catering/) | *We will require further information, note all units to have minimum 3/5 FSA hygiene rating* |  |  | |

| **Part 1 – Your proposed event team:** | | | |
| --- | --- | --- | --- |
| **Role** | **Named contact\*** | **Company\*** | **N/A** |
|  | *\* Please respond TBC if necessary* | | |
| **Lead Event Organiser(s)**  This person will be named in the contract letter and is ultimately responsible for ensuring all contract conditions are met. They should be familiar with venue requirements and the venue premises licence (if applicable). They should be Director level within the event organising company/charity or have approval from a Director within the event organising company or charity to undertake this function on their behalf. | Click here to enter text. | Click here to enter text. |  |
| **Event Promoter**  This person/company/charity will underwrite the costs of the event and will manage ticketing, marketing, event insurance and is responsible for ticket T&Cs | Click here to enter text. | Click here to enter text. |  |
| **Ticketing company and any other outlets for ticketing**  The company responsible for administering ticket sales and information on who else may be distributing tickets to guests | Click here to enter text. | Click here to enter text. |  |
| **Event Producer**  This person may undertake delivery functions on behalf of the Event promoter | Click here to enter text. | Click here to enter text. |  |
| **Site Manager**  This person is responsible for ensuring the event site is built in accordance with the agreed site plan and agreed Health & Safety procedures are followed. They should have discretion to alter site plans and ground protection plans to ensure site safety and in order to minimise damage to the venue. They must be suitably experienced and knowledgeable to undertake these duties. They will be the main point of contact with the Venue Manager and Site Supervisor and will typically attend the handover & handback meetings. | Click here to enter text. | Click here to enter text. |  |
| **Traffic Management (planning stage)**  This person is responsible for preparing a Traffic Management and signage plan that ensures the venue’s traffic management requirements are met. Their objective is to ensure traffic does not cause harm to the public or damage to the venue. The plan needs to be agreed in advance with the Venue Manager. | Click here to enter text. | Click here to enter text. |  |
| **Site Traffic Manager**  This person is responsible for executing the agreed Traffic Management plan and ensuring its objectives are met. They will be a key point of contact for the Venue’s Site Supervisor. | Click here to enter text. | Click here to enter text. |  |
| **Event Health & Safety Manager (Planning Stages)**  This person is responsible for compiling the event and venue-specific RAs, Fire RA, CDM Plans, and all sections within the Event Management Plan that have a relevance to Health & Safety. They must be suitably experienced and knowledgeable to undertake these duties. ELP Officers will advise them. | Click here to enter text. | Click here to enter text. |  |
| **Event & Public Health & Safety Manager (Event days)**  This person is required to lead decision making in accordance with your Event Management Plans. They must be suitably experienced and knowledgeable to undertake these duties. ELP Officers will advise them. | Click here to enter text. | Click here to enter text. |  |
| **Event Production Manager (fencing, structures, power, lighting, toilets, trackway etc.)**  This person is responsible for contributing to the EMP for their areas of specialism. They will typically oversee all infrastructure and logistics. They may also be who designs and supplies your site plan. They must be suitably experienced and knowledgeable to undertake these duties. ELP Officers will advise them. | Click here to enter text. | Click here to enter text. |  |
| **Fair Ground supplier**  This person must supply the name and specifications for all proposed fairground rides so they can be included in the site plan. They must supply the required ADIPS certificates and insurance documentation to the Event Health & Safety Manager for submission to the Venue Manager and/or ELP for approval | Click here to enter text. | Click here to enter text. |  |
| **Supplier of any weight-bearing inflatables**  This person must supply the name and specifications for all proposed weight-bearing inflatables so they can be included in the site plan. They must supply the required PIPA certificates and insurance documentation to the Event Health & Safety Manager for submission to the Venue Manager and/or ELP for approval | Click here to enter text. | Click here to enter text. |  |
| **Food Concession Manager**  The person is responsible for ensuring all food traders on-site are compliant with Cardiff Council contract conditions for food safety. They must be suitably experienced and knowledgeable to undertake these duties. ELP Officers will advise them. | Click here to enter text. | Click here to enter text. |  |
| **Bars Manager**  This person is responsible for ensuring premises alcohol licence conditions are met. There must always be a personal licence holder on site when alcohol is consumed as part of a formal event. The will operate at the discretion of the Venue’s DPS. | Click here to enter text. | Click here to enter text. |  |
| **Merchandise Manger**  This person is responsible for ensuring all trading standards are met | Click here to enter text. | Click here to enter text. |  |
| **First Aid Manager**  This person is responsible for delivering First Aid Plans on behalf of the Event Organiser | Click here to enter text. | Click here to enter text. |  |
| **Lost Children Manager**  This person must be familiar with the relevant sections of your EMP and that agreed procedures are followed on site to ensure child safety | Click here to enter text. | Click here to enter text. |  |
| **Security (build and break days)**  This is the company who will maintain your site and equipment security | Click here to enter text. | Click here to enter text. |  |
| **SIA Security Manager (Show days)**  This person is responsible for contributing to the EMP within the area of their specialism and for delivering agreed procedures to uphold the premises licencing objectives on site. ELP Officers will advise them. | Click here to enter text. | Click here to enter text. |  |
| **Stewarding or marshalling Manager**  This person is responsible for ensuring all stewards/marshals working at the event are suitably equipped and knowledgeable to undertake their role, including in the event of an emergency. They should provide a dot plan in advance and need to deploy stewards/marshals at the numbers and locations agreed. | Click here to enter text. | Click here to enter text. |  |
| **Commercial bin supplier and waste collections**  This company will supply your waste receptacles and help design a level of provision suitable for your event and the venue in which you are operating | Click here to enter text. | Click here to enter text. |  |
| **Litter picking (show days)**  This company/organisation/individual responsible for litter picking the hired site to the Event Organiser’s satisfaction. | Click here to enter text. | Click here to enter text. |  |
| **Litter Collections (pre-handback of venue)**  The company/organisation responsible for litter picking the hired site to the Venue Manager’s satisfaction on behalf of the Event Organiser. | Click here to enter text. | Click here to enter text. |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **To be completed once Part 1 accepted by Bute Park Event Officer** | | |
| I am making a Part 2 application and updating Part 1 information provided previously where necessary | Dated: Click here to enter text. |
| Name of person completing the application | Click here to enter text. |

|  |  |
| --- | --- |
| **Part 2 – Event Management Plan** | |
| Name of person compiling the **Event Management Plan** (EMP) | Click here to enter text. |
| **Submission of EMP**  Your EMP must evidence that you have suitable and sufficient plans in place to deliver your event safely. It must acknowledge site-specific and event-specific circumstances and cover all event activities from the start to the finish of your hire period | Draft attached  Dated: Click here to enter text.  Final attached  Dated: Click here to enter text.  To Follow |

| **Part 2 –** [**Production**](https://bute-park.com/event_guide/schedule/) **and** [**Traffic Management**](https://bute-park.com/event_guide/traffic-management/) **arrangements** | | | |
| --- | --- | --- | --- |
| **Site Plan** | | Attached /  To Follow | |
| Your **Production Schedule** should cover ALL the key activities on site from the time you take possession to the time you/your last infrastructure leaves | | Attached /  To Follow | |
| **Site Access / Key collection** | | Date/time Click here to enter text. | |
| **Site Handover meeting** | | Date/time Click here to enter text. | |
| **Site Handback meeting (proposed times)** | | Date/time Click here to enter text. | |
| **Bute Park Bollard**  I would like my event staff to take manual control of the Bute Park bollard for some/all of my event | Yes  No | **Event Mode Signage**  I would like to use the stock of event mode signage available from Bute Park | Yes  No |
| **Temp Event Parking (20 vehicles or under)** Use the pay and display car park on North Road, either pay at the machine or create an account and pay via [MiPermit](https://secure.mipermit.com/cardiff/application/home.aspx). | Yes  Booked?  No | **Temp Event Parking (21 vehicles or over)** There is an area that can be partitioned and has lockable bollards that can be put in place which would have to be managed by the hirer.  [Matthew.Harrison@cardiff.gov.uk](mailto:Matthew.Harrison@cardiff.gov.uk) | Yes  Booked?  No |
| Will your event affect the normal **Park Gate Locking Schedule**? If so, please provide document to show responsibilities and time throughout your event. | | Yes  No  If yes,  Attached /  To Follow | |

|  |
| --- |
| **Part 2 – Construction Design Management (CDM) and** [**Construction Phase Plan**](https://bute-park.com/event_guide/construction-phase-plan/) |

|  |  |
| --- | --- |
| CDM Regulations apply to my event  See <https://www.cdm4events.org.uk/> for further guidance | Yes /  No |
| **If yes:** |  |
| I confirm I have read and incorporated Venue-specific site information into my CDM planning  (Refer to your booking confirmation letter for guidance) | Yes |
|  | **Designation of key roles** |
| **Client** is the organisation, or individual, for whom the event is carried out. | Click here to enter text. |
| **Principal Designer** is the organisation, or individual, in control of the pre-event planning phase where a project involves more than one Contractor. Appointed by the Client or if not appointed, the role is undertaken by the Client. | Click here to enter text. |
| **Principal Contractor** is the organisation, or individual, in control of the event construction phase where the event involves more than one Contractor. Appointed by the Client or if not appointed, the role is undertaken by the Client. | Click here to enter text. |

|  |  |
| --- | --- |
| **Part 2 –** [**Temporary Structures**](https://bute-park.com/event_guide/structures/) | |
| If yes, the **name and mobile contact details of the person who has specific responsibility for all structural installations** at my event is:  **You must ensure your nominated responsible person is aware of their responsibilities.**  **This includes production and implementation of a suitable and sufficient wind management plan** | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Part 2 –** [**Power**](https://bute-park.com/event_guide/power/) | |
| If yes, the **name and mobile contact details of the person who has specific responsibility for all electrical installations** at my event is:  **You must ensure your nominated responsible person is aware of their responsibilities.** | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| We require that the electrical installation is tested by an NICEIC or ECA approved contractor when the electrical installation is described as large and complex, a definition within BS7909 - Temporary Electrical Installations at Outdoor Events.  NICEIC/ECA is a trade body that an approved contractor / company needs to be a member of.  If yes, the **name and contact details of the company that will test the installation are:** | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    This company is NICEIC/ECA registered: Yes  No |

| **Part 2 –** [**Fairground**](https://bute-park.com/event_guide/power/) **or weight bearing** [**inflatables**](https://bute-park.com/event_guide/inflatables/) | | | |
| --- | --- | --- | --- |
| If yes, | | | |
| ***Name of Ride / Type of inflatable*** | ***Supplier Name*** | ***ADIP / PIPA Number*** | ***PLI Included with application*** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Yes /  No, to follow |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Yes /  No, to follow |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Yes /  No, to follow |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Yes /  No, to follow |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Yes /  No, to follow |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Yes /  No, to follow |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Yes /  No, to follow |

| **Part 2 – Application for** [**special production effects**](https://bute-park.com/event_guide/hazardous-activity/) **/** [**Filming**](https://bute-park.com/event_guide/film-photography-drones/) | | |
| --- | --- | --- |
|  | **Required?** | **Agreed in principle / New request** |
| **Full details of anything requested should be included within your EMP/ documentation.**  \*Additional charges/conditions may apply | | |
| Drone Filming\* | Yes | Agreed in principle  New request |
| Ground level Filming\* | Yes | Agreed in principle  New request |
| Pyrotechnics | Yes | Agreed in principle  New request |
| Lasers | Yes | Agreed in principle  New request |
| Smoke Machines | Yes | Agreed in principle  New request |
| Wind machines | Yes | Agreed in principle  New request |
| Strobe lighting | Yes | Agreed in principle  New request |
| Confetti Cannons | Yes | Agreed in principle  New request |
| Streamers | Yes | Agreed in principle  New request |
| Fireworks\* | Yes | Agreed in principle  New request |
| Stunts / Aerial performance | Yes | Agreed in principle  New request |
| Other (please specify) | Yes | Agreed in principle  New request |
| Other (please specify) | Yes | Agreed in principle  New request |

| **Part 2 –** [**Water**](https://bute-park.com/event_guide/water/) | |
| --- | --- |
| If use of **on-site supply**, for human consumption, the name and contact details for **person onsite with overall responsibility for checking compliance** is: | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Time/date of checks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

| **Part 2 –** [**Licensable Activity**](https://bute-park.com/event_guide/licensable-activity/) | |
| --- | --- |
| **If required,** | |
| Performance / PRS Licence | Application to PRS made  Licence Number: Click here to enter text. |
| Alcohol / Operating Schedule | Application to SWP submitted on: Click here to enter text. |
| Other – give details | Click here to enter text. |

| **Part 2 –** [**Catering**](https://bute-park.com/event_guide/catering/) | | | |
| --- | --- | --- | --- |
| If yes, the name and contact details for **person onsite with overall responsibility for checking catering unit compliance with** [**star rating**](http://ratings.food.gov.uk/enhanced-search) **and Outdoor Catering Checklist** is: | | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| *Note the hirer is responsible for ensuring that all third party food traders have attained a minimum food hygiene rating of 3 in compliance to the Food Safety Broadly Compliant Policy.* | | | |
| ***Proposed Catering Unit*** | ***Registered Postcode*** | | ***Link to rating via***  [*http://ratings.food.gov.uk/enhanced-search*](http://ratings.food.gov.uk/enhanced-search) |
| Click here to enter text. | Click here to enter text. | | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | | Click here to enter text. |

| **Part 2 –** [**Waste**](https://bute-park.com/event_guide/waste-management/) **Management &** [**Litter**](https://bute-park.com/event_guide/litter/) | | |
| --- | --- | --- |
| **Waste Management Contractor** | **Bin delivery date** | **Bin collection date** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Who has responsibility for litter collections during build and break?** | | |
| **Lead contact name:** | Click here to enter text. | |
| **Who has responsibility for litter collections during event days?** | | |
| **Lead contact name:** | Click here to enter text. | |
| **Who has responsibility for ensuring the site is clear of event litter before the handback meeting?** | | |
| **Lead contact name:** | Click here to enter text. | |

| **Part 2 –** [**Insurance**](https://bute-park.com/event_guide/insurance/) | |
| --- | --- |
| **All event organisers must evidence they hold valid Public Liability Insurance for a minimum of £5m covering their full dates of hire** | |
| **Public Liability Certificate** | Attached  Policy expiry date: Click here to enter text.  To follow |

| **Part 2 –** [**Indemnity**](https://bute-park.com/event_guide/indemnity/) | |
| --- | --- |
| [**Indemnity form**](https://bute-park.com/event_guide/indemnity/) | Attached  To follow |