

Event Application Form

Malton Market Place



The Market Place is available for attractive markets and events that will encourage people to use and enjoy Malton town centre. Event organisers are asked to return the completed form as soon as possible.

Section One – Organiser Details

Name of organisation _____

Event organiser/s _____

Contact address _____

_____ Postcode: _____

Tel No – Home: _____ Work: _____

Mobile: _____ Email: _____

Person responsible on site (if different to event organiser):

Name: _____ Mobile: _____

Section Two – Event Details

Name of event: _____

Event location (specific areas of Market Place): _____

Proposed date: _____ Possible alternative date: _____

Objective of the event: _____

Event aimed at: (type & size of audience): _____

Description of proposed event: _____

Is this a: (please tick one box only)

Charity event

Non-commercial

Commercial

Community service event

Fund raising

Name of Charity: _____

Charity Registration Number: _____

Section Three – Event Planning and Preparation

Date/time to enter site for preparation: _____

(In order to minimise disruption to local businesses, we will always aim to close the car park as late as possible whilst ensuring there is still enough time for the event setup.)

Event start time each day: _____

Event close time each day: _____

Date/time the site will be vacated after the event: _____

Do you intend to utilise or permit any of the following attractions at the event? If so, please tick the appropriate boxes.

Live music **

Carnival/procession

Fairground equipment

Horses/donkeys other animals

Motorcycles

Other motor vehicles

Alcohol **

Inflatables (e.g. bouncy castle)

Portable staging

P.A. System

On site communications

Street collection**

Live entertainment **

Barrier/fencing

Marquees

Portable generator *

Power supply

Toilets

Food/drink concessions

Market stalls ***

Re-enactment groups

Stewarding/security

Living history or other

Other: (please specify) _____

Notes:

* **Generators are generally not permitted – power supplies are available.**

** **A licence may be required. See www.ryedale.gov.uk for further information.**

*** **See Events Guide advice.**

Do you anticipate the need for:

Road closure

Traffic diversion

On street parking restriction

If you have ticked any of the above, please contact North Yorkshire County Council Highways for the necessary permissions: 01609 780780.

Please provide details of the number, weight and size of delivery vehicles and/or participating vehicles and arrangements for off-site parking of these vehicles:

Please indicate the approximate number of vehicles attending the event; also indicate on a site plan your proposed car parking area and how you intend to manage the parking of those vehicles:

You will be required to leave the site in a clean and tidy condition. This includes litter from the event that may be blown beyond the site boundary. Please identify the method (and contractor) to be used in order to maintain the area free of litter and refuse, and how waste will be disposed of during and after the event:

Notes:

- (1) The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each day.**
- (2) It is the event organiser's responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any public litter bins for disposal.**
- (3) If using electricity, the event organiser should ensure that there is a person responsible for the safe operation of electrical equipment on-site at all times.**

Section Four – Additional Requirements

You are advised to familiarise yourself with your Health and Safety responsibilities. The HSE's publication the *Event Safety Guide* is available as a free download from www.hse.gov.uk/pubns/priced/hsg195.pdf

Where appropriate a detailed site plan showing the positions of stalls, marquees, exhibition units, car parking etc. and a list of programme items is required. A site plan of the Market Place, a sample Event Licence and the current Event Guide are all available at www.welovemalton.co.uk or by calling 01653 692849.

Declaration

If permission is granted for the event, I hereby agree to comply with the conditions set out in this form, the Event Licence and the Event Guide, together with all reasonable instructions given by authorised agents of the Malton Amenity Community Interest Company (Malton CIC). I accept that by granting permission for the event Malton CIC does not accept any responsibility for the organisation or management of the event.

(Please tick if you agree to the above declaration)

Signed _____

Position: _____

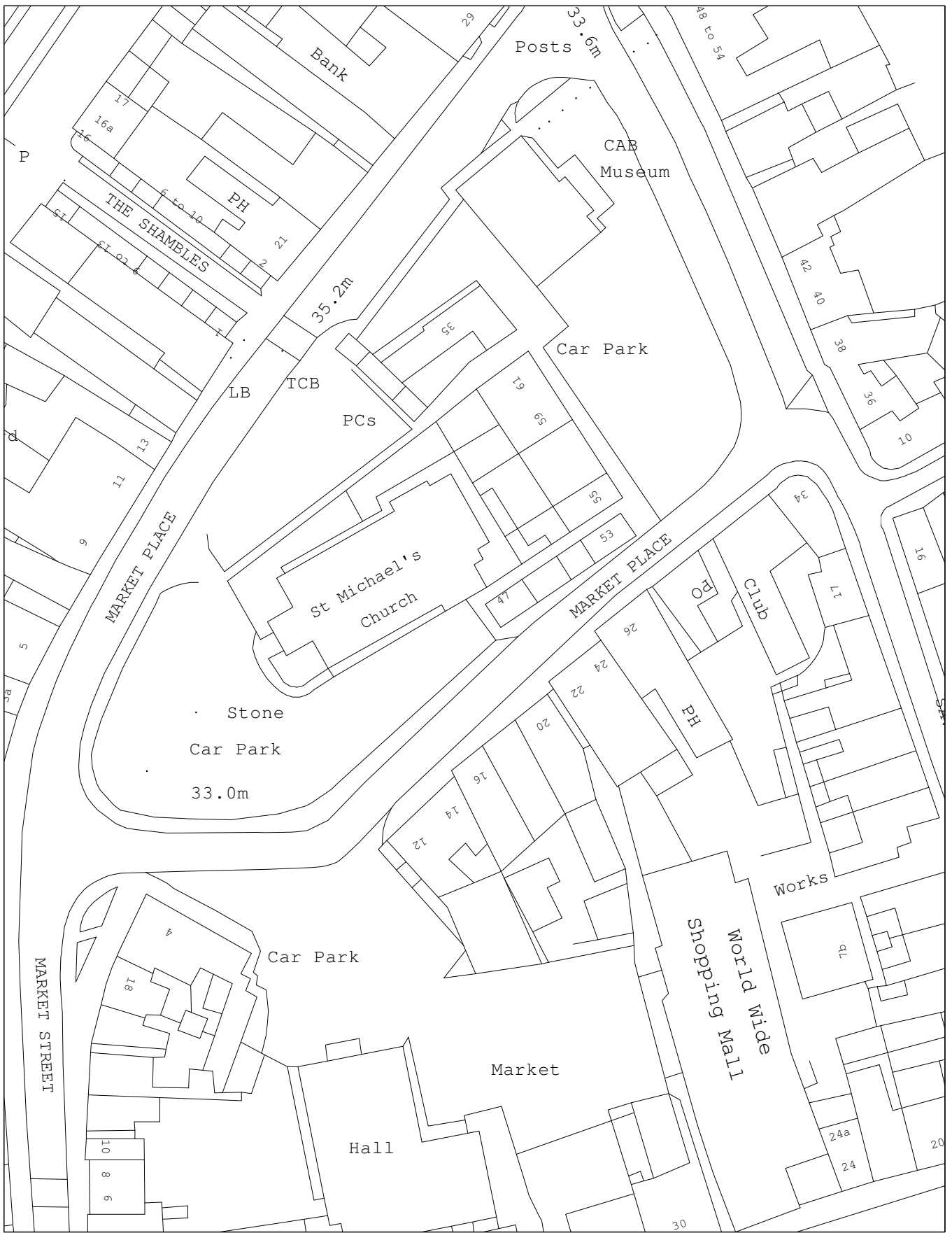
Date: _____

Documentation	Enclosed	To Follow
Site Plan	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessments	<input type="checkbox"/>	<input type="checkbox"/>
Insurance for event organiser	<input type="checkbox"/>	<input type="checkbox"/>
Insurance for other participants	<input type="checkbox"/>	<input type="checkbox"/>
Programme List	<input type="checkbox"/>	<input type="checkbox"/>
Outline marketing/publicity plan	<input type="checkbox"/>	<input type="checkbox"/>

I agree to FME and its agents publishing details of this event unless I indicate otherwise.

Please send this completed form, together with any supporting documentation to:

Event Licences
Malton CIC
88 Old Maltongate
Malton
YO17 7EG

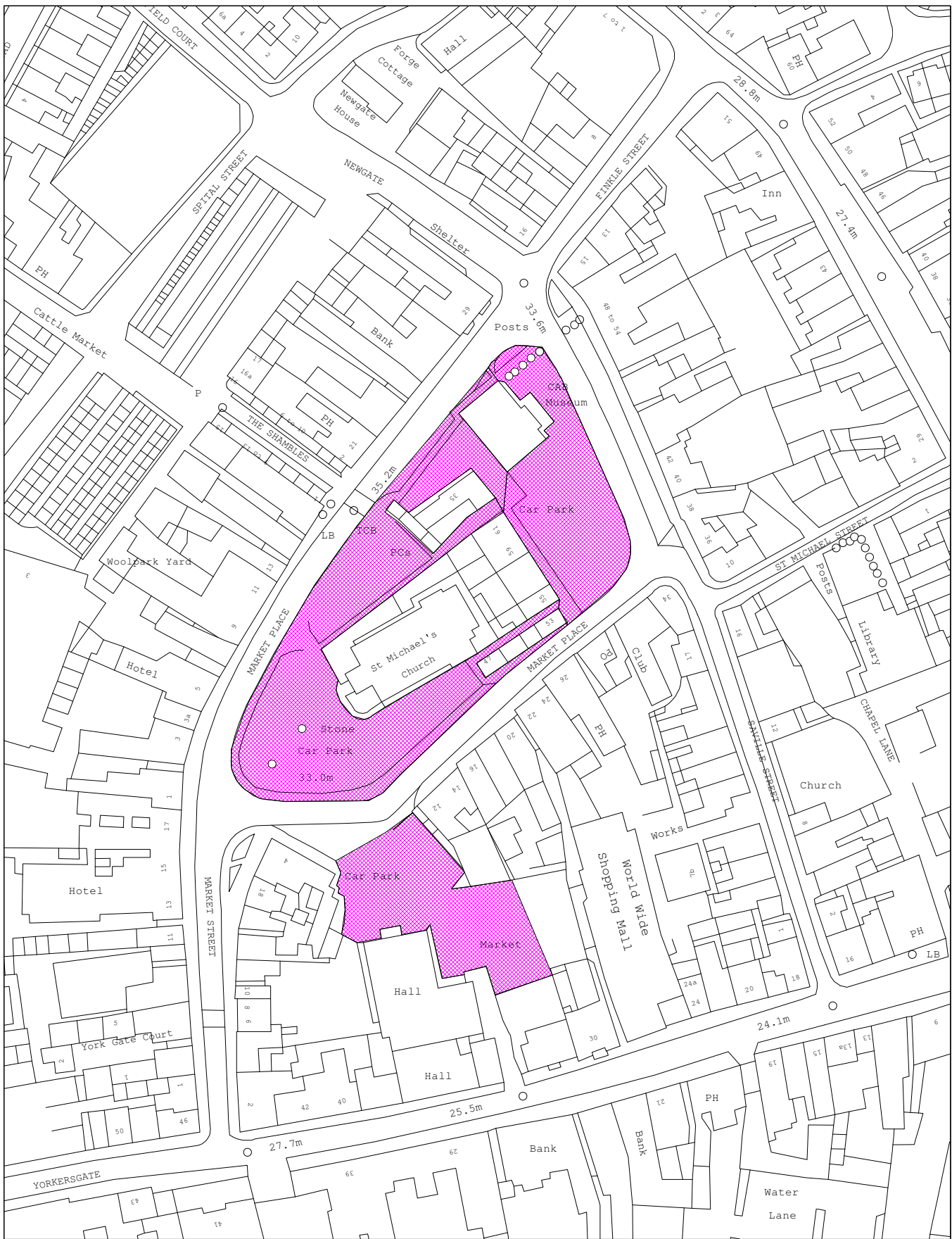


Date:	20/01/2011
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Ref:	16
NG Map Origin:	478577.5 471711.5



FITZWILLIAM (MALTON) ESTATE
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Malton Market Place



Date: 22/04/2013

Scale: 1:1250

Ref: 16

NG Map Origin:
478578.1 471720.3



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CIC Car Parks

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