ASTON CLINTON PARK EVENT APPLICATION FORM

Aston Clinton Parish Council welcomes events in Aston Clinton Park.

- To give the Council the best possible understanding of your event, please fill out this form with as much accurate information as possible.
- Please tick this box to confirm that you consent to Aston Clinton Parish Council processing the data supplied on this form. **Please tick to give consent** ☐

To find out more about how Aston Clinton Parish Council processes your data, please find our Privacy Notice here

Event Details:

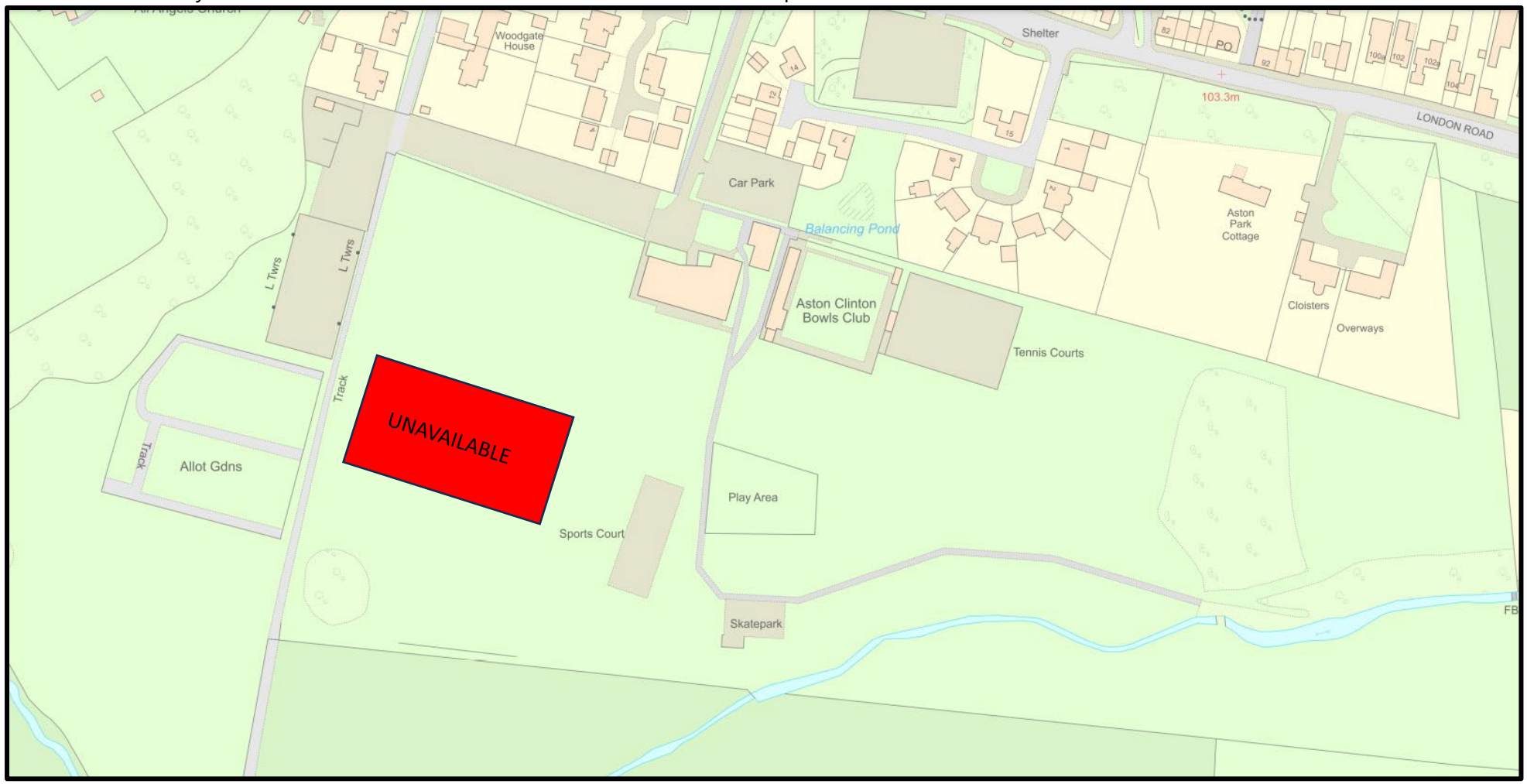
- **Event Name:** [Name of the Event]
- **Event Description:** [Provide a brief description of the event, its purpose, and any special activities or features]
- **Event Date:** [XX/XX/XXXX]
- **Event Time:** [Start and End Time]
- **Expected Number of Attendees: (Please Tick)**
  - ☐ Up to 50 people
  - ☐ 51-499 people
  - ☐ 500-1000 people (Please note separate Licensing and Safety Advisory Group forms are required)
  - ☐ Over 1000 people (Please note separate Licensing and Safety Advisory Group forms are required)
- **Will there be an attendance fee for this event?** Yes ☐ No ☐

Event Organizer Details:

- **Name of Organization or Individual:** [Name of the Organizer]
- **Contact Person:** [Name of the Contact]
- **Contact Email:** [Email Address]
- **Contact Phone Number:** [Phone Number]
- **Address:** [Address]

Event Location

- Please illustrate the map below to indicate where in the park that the event will be. Include as much detail as possible.
- If a larger copy of the map is required, please reach out to assistantclerk@astonclinton.org
- Unfortunately, the area in red is unable to be booked for events due to prior terms with ACFC.



Event Requirements:

- **Food and Beverage Services:** [Specify if there will be food and beverage services, and provide details]
- **Waste Management Plan:** [Describe your plan to manage event waste and clean up]
- **Security and Safety Measures:** [Outline your safety and security plans, including crowd control, first aid, and emergency procedures]
- **Insurance Coverage:** [Indicate if you have Public Liability insurance coverage for the event, please attach a copy to this form]

Additional Information:

- **Parking:** [Specify how set-up and attendees will access the Park and how any traffic will be marshalled.]
- **Noise Levels:** [Describe the expected noise levels and any measures taken to minimize noise disturbances]
- **Public Access:** [Detail how the event will affect public access to the park during the event]
- **Gazebos/Temporary Structures:** [If present, read, sign and return **Risk Assessment**]

- **For events involving the sale of Alcohol or providing Regulated Entertainment, a copy of completed Licensing forms are required with this application.**
- **For events with over 500 people, a copy of completed Safety Advisory Group forms are required with this application.**

Declaration: I declare that all the information provided in this application is accurate and complete to the best of my knowledge. I understand that approval for this event is subject to review and compliance with Aston Clinton Parish Council's policies and regulations. **Please tick to confirm** ☐

Signature: [Digital or Handwritten Signature]

Date: [XX/XX/XXXX]

Submission Instructions:
Please submit this completed form to assistantclerk@astonclinton.org or to Aston Clinton Parish Council Office, Aston Clinton Park, HP22 5HL no later than 6 weeks prior to the planned event date.

You will be contacted regarding the status of your event application following the next Council or Facilities Committee Meeting.