



EVENT APPLICATION FORM
OUTDOOR EVENT IN JUBILEE SQUARE, JUBILEE STREET, BRIGHTON

Complete all boxes and return to:
The Basement
24 Kensington Street, BN1 4AJ
Tel: 01273 699 733
or email to: bookings@jubileesquare.co.uk

Your details:

Name of Organisation:		
Name of Contact Person:		
Address (including Post Code):		
Telephone No:	Fax No:	E-mail:

Event Details:

Event Title:	
Proposed date(s) of Events:	
Start Date and Time:	Finish Date and Time:
Date(s) site required for set-up/ clean-up:	
Start Date and Time:	Finish Date and Time:
Name of Person on Site at Event:	Mobile No:

Description of Activity at your Event:

This section is very important to your application. It helps us to ensure you will have a successful and well-run event. If any of these details change it is up to **you** to inform us.

Description of Activity:

Will electrical power be required? Yes/No

Metered external power supply is available that will have to be paid for if used.

Will there be a public address system? Yes/No

Will you have amplified music? Yes/No

If yes please describe:

Will there be a street collection? Yes/ No

Will you be providing or selling food? Yes/ No

Note: The sale or consumption of alcohol in the Square is prohibited and the provision of food is not generally allowed in the Square.

Please give details:

Please list all activities which you feel will need consideration with regard to Health and Safety e.g. Funfair, generators, fireworks.

Attach Method Statements and Risk Assessments for the event.

How will litter be removed from the event?

Will you require vehicle access at your event? Yes/ No

If Yes please give details (number and type of vehicles to be used but be aware that there is no parking in the vicinity of the Square. Also the route from – to – is a fire access and must be unobstructed at all times

Do you intend to erect any structures? Yes/No

Will you require a road closure? Yes/No

I apply for permission to hold in Jubilee Square the event described in my application. If my application is accepted,

I agree to pay the fee of £..... for days plus all Kier FM staff attendance fees.

Or

I request that the event is classed as a charity event and therefore not charged. It is agreed that Kier FM staff overhead charges will be levied as an extra, as agreed prior to event.

I agree to comply with the insurance requirements as detailed in the Event Indemnity Form.

Print Name Signed: Date.....



EVENT AT JUBILEE SQUARE, BRIGHTON



This form must be completed and returned to The Basement, 24 Kensington Street, Brighton, BN1 4AJ, Tel 01273 699 733 prior to commencement of any event:

To: The Basement
24 Kensington Street
Brighton
BN1 4AJ
(The Owner)

IN CONSIDERATION of The Owner permitting
and its employees and/or agents access to Jubilee Square (the Premises) on
for the purpose of

WE/I
HEREBY AGREE AND UNDERTAKE with you as follows:

- 1 To comply with all applicable site regulations and with all reasonable directions given by The Owner or its site representatives in connection with our use of the Premises and immediate environs.
- 2 To leave the Premises cleaned and in a neat and orderly condition to the Owners' satisfaction.
- 3 To make good any damage howsoever caused to the Premises and areas within the immediate vicinity, whilst carrying out the activity or operation.
- 4 Not to cause obstruction to either roads or pedestrian ways in the immediate vicinity of the Premises, whilst carrying out the activity or operation.
- 5 Not to interfere with access to neighbouring buildings
- 6 Not to create noise to disturb adjoining occupiers, particularly the Library
- 7 To prohibit the sale or consumption of alcohol whilst carrying out the activity or operation.
- 8 To fully and effectively indemnify and keep indemnified the Owner, its site representatives, officers, employees and agents from and against all actions, claims, demands, costs and expenses including the cost of defending or settling any action, claim or demand and any liability howsoever arising, whether directly or indirectly, in connection with our use and/or presence on the Premises and in particular (but without limiting the generality of the foregoing) to indemnify the Owner against any liability for injury, to any person including

death or loss of or damage to property which may arise from or be a consequence of any unlawful or negligent act or omission of you/your organisation, its officers, employees or agents carrying out the activity or operation, howsoever caused.

- 9 Without limiting the generality of paragraph 3, to insure our liability to indemnify you for the above as set out in paragraph 8. Such insurance shall provide an indemnity to you under a General Principals endorsement or similar and shall provide a minimum limit of indemnity of £5,000,000 in respect of any one claim or series of claims consequent upon a single cause.

Insurer's Name:

Policy Number: Indemnity Limit:

Renewal date:

- 10 To effect such insurance in connection with our liability hereunder:

- a as shall be reasonably prudent in the particular circumstances and/or
- b as you shall reasonably require, in which event we will produce to you or your agents on demand evidence of such insurance prior to our taking access to your premises on the date(s) and for the purpose(s) above and/or during such occupation.

- 11 Prior to the above mentioned date to procure and obtain at our cost any necessary statutory or other consents, permits or licences and to provide copies of any such to the Owner.

- 12 To carry out any activity or operation at the Premises in accordance with all relevant Codes of Practice, any consents, permits or licences obtained in furtherance of paragraph 6 above and undertake to comply with all relevant Health and Safety acts, regulations, and/or recommendations issued by the Health and Safety Executive.

- 13 Should a confirmed event be cancelled then I/we agree to the following cancellation fees being imposed at the discretion of the owner of Jubilee Square Brighton:

More than 8 weeks prior to the event	10% of the whole fee
From 8 to 6 weeks prior to the event	20% of the whole fee
From 6 to 4 weeks prior to the event	30% of the whole fee
From 4 to 2 weeks prior to the event	50% of the whole fee
Less than 2 weeks prior to the event	100% of the fee.

DATED THIS DAY OF 2011

SIGNED

PLEASE PRINT NAME HERE

duly authorised in that regard and on behalf of