

Event Proposal Form

Please give some details about your proposed event so that consideration can be given and current bookings checked.

If this event proposal is accepted in principle, you will be sent a full application form & event guidelines. The application process will take a minimum of **12 weeks**.

The proposed event must not be advertised until the full application has been accepted.

When do you want to hold an event?	Date Times
Where do you want to hold an event?	Site
Who are the event organisers? Why do you want to hold this event?	Name Phone Email
Who is the event for? Will this event be free for visitors? If it's a charity event how much of the proceeds will go to the charity? How many visitors do you anticipate?	
What features will your event have?	Brief Outline

Essential Requirements

The essential minimum requirements for permission to hold an event on land owned/ managed by the Parks & Countryside of S.C.C. are that the event organiser must -

- Have Public Liability Insurance (£5 million indemnity)
- Have 2 first aiders present at the event (minimum of 2, more may be required)
- Complete an Event Application Form and risk assessment
- Agree to abide by the 'Conditions of Use'
- Pay a site fee (minimum £60, but may be more depending on size/scale of event)

Events Team

City Centre Management and Major Events, Rm 311, Town Hall, Pinstone Street, Sheffield, S1 2HH. Tel : 0114 273 6681 email: events@sheffield.gov.uk