



Hastings Borough Council  
Muriel Matters House  
Breeds Place  
Hastings  
East Sussex TN34 3UY  
01424 451334  
[eventsadmin@hastings.gov.uk](mailto:eventsadmin@hastings.gov.uk)  
[hastings.gov.uk](http://hastings.gov.uk)

## EVENT BOOKING FORM

Please take the time to complete and return this form in order for Hastings Borough Council to consider your event request. When this form is completed and returned, the Council will assess what other information they and the organiser might need from each other. Completed forms are circulated to colleagues including the emergency services for their information.

### CONTACT DETAILS

Name Company

Telephone Mobile

Email

Address

  

Event website

Reg. Company/Charity Number Date of enquiry

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### EVENT DETAILS

Event name

Event type

Desired Location (Please attach map)

Event description (150 words maximum)

Proposed arrival onsite date(s)

Proposed event date(s)

Proposed departure from site date(s)

Proposed event opening time(s)

Estimated number of attendees per day

Estimated number of attendees during event operating hours.

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## EVENT ORGANISERS CHECK LIST

Do you hold Public Liability insurance of at least £10 million? Yes No

*(You will need to provide proof of satisfactory insurance before your event is given permission)*

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Have you consulted the Emergency Services? Yes No

*(we may need confirmation of this)*

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Have you carried out a risk assessment for the event? *(You will need to provide a satisfactory risk assessment)*

Yes No

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How are you staffing the event? *(For example Staffing Numbers, responsibilities, competency, staffing structure.)*

Give details below.

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Do you require a road closure order?

Yes No

If Yes, have you already applied? Yes No

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What utilities are needed at the venue? Electricity Toilet Facilities Mains Water

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All collection and disposal of refuse will be the responsibility of the hirers. Hastings Borough Council cannot provide this service.

Private Refuse arrangements in place? Yes No

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Will a P.A. System be in use for music? Yes No

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Will a P.A. System be in use for Announcements only? Yes No

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If yes, do you have the necessary licenses? Yes No

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Will there be a Temporary structure, marquee, gazebo erected? Yes No

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Add any extra details below regarding Production set up.

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Do you intend to collect money for a charity at the event? Yes No

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Will there be a Bonfire, fireworks or laser display part of your event? Yes No

*(If Yes this will be included in your Risk Assessment and Event Management Plan)*

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Is catering to be provided for the event? Yes No If yes, are you using professional caterers? Yes No

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Will there be any goods sold during the event? Yes No

If yes, have you already contacted the licensing department? Yes No

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Is a Fun Fair planned as part of the event? Yes No

*(You will need to provide testing inspection certificates for every ride before your event is given permission)*

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Will alcohol be sold at the event? Yes No

If yes, have you contacted the Licensing department? Yes No

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Do you intend to bring vehicles onto site before, during or after the event? Yes No

*(If Yes this will be included in your Risk Assessment and Event Management Plan)*

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Will you be using any chemicals, fuels or other dangerous equipment or materials? Yes No

*(If Yes this will be included in your Risk Assessment and Event Management Plan)*

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## ADDITIONAL INFORMATION

Please use the space below to provide any other information about the event that hasn't already been covered above or that you feel may be particularly important.

After completing this form, email to [eventsadmin@hastings.gov.uk](mailto:eventsadmin@hastings.gov.uk)

Please tick to agree that all personal details in documents you submit will be shared with the following organisations in connection with the event application process.

- Hastings Borough Council
- Sussex Police
- East Sussex Fire and Rescue Service
- South East Coast Ambulance Service
- Maritime and Coastguard Agency