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| **EVENTS APPLICATION FORM** |
| *Please contact the Events team on 0203 288 1800 or by email* [events@londonlegacy.co.uk](mailto:events@londonlegacy.co.uk) *should you have any questions* |
| Fields marked \* are mandatory |

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| **GENERAL INFORMATION** |  |  |  |
| Applicant Name \* | Title: | First Name: | Surname: |
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| Organisational Name \* |  | | |
| Registered Company / Charity No: |  | | |
| Position in Organisation \* |  | | |
| Address \* |  | | |
| Telephone Number \* |  | | |
| Email \* |  | | |
| Website Address/Social Media |  | | |

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| Date Application Submitted \* |  |

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| Date(s) of Event \* |  | | | |
| Time(s) of Event \* |  | | | |
| Frequency of Event \* | One off |  | Weekly |  |
|  | Monthly |  | Annually |  |
| Other (please state) | |  | |
| Set up Date(s) and Times \* | *Date(s)* | | *Time(s)* | |
| Breakdown Date(s) and Times \* | *Date(s)* | | *Time(s)* | |

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| **EVENT PROPOSAL INFORMATION** | | | |
| Event Title |  | | |
| Event Category (tick where appropriate) \* | | | |
| Community event |  | Corporate event |  |
| Park user group event |  | Cultural/Arts event e.g. arts installation |  |
| Gathering e.g. private party, picnic, wedding reception, flash mob |  | Commercial event (ticketed or non-ticketed) |  |
| LLDC internal event |  | Promotional launch/Brand activation |  |
| Charity |  | Other |  |
| Rally/protest/religious event |  |

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| Anticipated Number of Attendees \* |  |
| Anticipated Number of Participants (if applicable) |  |
| Anticipated Number of Spectators (if applicable) |  |
| Target Audience \*  e.g. Local community, families, young people, children |  |
| Accessibility:  How will your event cater for disabled customers? \* |  |

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| Will the Event Have a Fenced Boundary? (tick as appropriate) | Yes |  | | No | |  |
| Will the Event Be Ticketed? (tick as appropriate) | Yes |  | | No | |  |
| Free Access of Paid (tick as appropriate) \* | Free |  | | Paid | |  |
| Ticket Price (if applicable or known) | General | | Child | | Concession | |
| £ | | £ | | £ | |

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| Event Budget \* |  |
| Has Funding Been Secured? (tick as appropriate) \* |  |
| Provide Details of Proposed/Confirmed Event Sponsors (where applicable) |  |
| How Will Your Event Be Publicised? Do You Have a Publicity Plan? |  |

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| Have You Delivered This Event Previously? \* | Yes |  | No |  |
| If Yes, Please State Where \* |  | | | |
| Where Do You Normally Run Events? \* |  | | | |

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| Will the Event Be \*  (tick as appropriate) | Indoors | |  | Outdoors | |  |
| Venue Requested  (refer to the park map) |  | | | | | |
| Estimated Square Metres Needed for Event Footprint |  | | | | | |
| Will Your Event Involve Any of the Following? (tick as appropriate) \*: | | | | | | |
| Advertising |  | Refuse collection or waste management | | |  | |
| Animals |  | Road closures | | |  | |
| Dance performances |  | Sale of Alcohol | | |  | |
| Perimeter Fencing |  | Security | | |  | |
| Film showings |  | Special treatments (e.g.: massage, manicure) | | |  | |
| First Aid provision |  | Sport/games participation | | |  | |
| Food concessions |  | Staging | | |  | |
| Fuel e.g. Liquid Petroleum Gas |  | Stewarding | | |  | |
| Inflatable Equipment |  | Temporary demountable structures (e.g.: stages) | | |  | |
| Live Music |  | Theatre performances | | |  | |
| Market stalls |  | Toilets | | |  | |
| Marquees |  | TV/Broadcast coverage | | |  | |
| Naked Flames |  | Vehicle access | | |  | |
| PA Systems |  | Volunteers | | |  | |
| Power |  | VIPs e.g. Royal Household, political leaders, major celebrities | | |  | |
| Pyrotechnics |  | Water | | |  | |

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| Event Description \* |
| Please provide as much information as you can about the nature and purpose of the event. Please include details of how your event contributes to the LLDC Priority Themes, as outlined in the Guidelines for Holding Events document. Separate documents can be attached to this form and referenced here if relevant. |
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| **RETURNING THIS FORM** |
| In order for your application to be processed you will need to complete a minimum of the mandatory fields in this Events Application Form. However, it is important that you complete as much detail as possible, as this will help determine how we progress your application. Wherever possible please return your completed form by email. Should you require help completing this form please contact a member of the Events Team on 0203 288 1800.  ***Terms and Conditions for application submission***  *This process is open to anyone aged 18 or over:*   1. *We will only consider your proposal if you confirm to us that you are at least 18 years old.* 2. *If you believe that any part of your proposal is confidential or business sensitive and say so, we will pay due attention to that view and may contact you to discuss this further. However, we will be free to decide if we agree with your view, and if we do not, we will contact you and allow you the chance to withdraw your submission (or the relevant part of it). However, we will still be free to implement similar proposals provided that they do not infringe your (or any third party’s rights).* 3. *We will review all proposals we receive, but must be free to pursue or reject any suggestion. We will exercise our discretion in deciding whether we decline, accept or provisionally accept; whatever our decision is, it will be taken with regard to the identified strategies for the Park in terms of Events, Programmes and Temporary Enterprise Uses. We will not be required to give any reasons to you for our decision.* 4. *A member of our team will be in touch if we require any further clarification. We may pass the information you give us in response to any clarification question to a stakeholder and we may make your clarification available to general view on our website if we think that it would be beneficial to do so.* 5. *There is no registration fee to participate in this process, however, all cost and disbursements which you may incur in preparing a submission are your sole responsibility.*   **PLEASE NOTE YOUR EVENT IS NOT APPROVED UNTIL YOU RECEIVE A CONTRACT OF HIRE, AND NO PUBLICITY SHOULD BE UNDERTAKEN UNTIL THE CONTRACT HAS BEEN SIGNED BY BOTH PARTIES AND A DEPOSIT PAYMENT HAS BEEN PAID BY YOU TO SECURE THE BOOKING.** |

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| I confirm that I have read and understood the London Legacy Development Corporation's Terms and Conditions. | | | |
| Signed: |  | Date: |  |
| Name: |  | On behalf of: |  |