

Commercial Bookings Application Form

All applications will be assessed against the following criteria:

- Type and quality of the promotion/event, including appropriateness, decency, breadth of appeal and good taste for the local area.
- Suitability of location(s), dates and timings.
- Public safety, prevention of crime and disorder, prevention of public nuisance, protection of children and the avoidance of associated nuisance
- Level of any associated disruption (to traffic, pedestrians, businesses, etc.) relative to the event.
- Application should normally be made at least 28 days in advance of the proposed event date(s).

1. Name of Company:			
2. Event Date:	Start:		End:
3. Expected Arrival Time:			
4. Full details of Organisation wishing to make a booking:			
Full Organisation Name:			
Address:			
Postcode:			
Telephone:			
Mobile:			
Email Address:			

5. Is this organisation acting on behalf of another? If YES, please state the name of your client's organisation and contact details:

Client's Name:	
Position:	
Name of Organisation:	
Address of Organisation:	
Postcode:	
Telephone:	
Mobile:	
Email Address:	

6. What category would your promotions fall into:

Council		Community		Charity		Fund Raising	
Commercial		Non - Commercial		Public Information		Other	

If "Other" please state:

7. What size pitch/stall do you require?

8. Please list all displays, equipment, structures, stalls, stages, vehicles that you intend to use on the day as part of your promotions?

9. Do you intend to give out any flyers, promotional leaflets, or any other items as part of the promotions?

YES / NO

If yes, please state the details:

10. What clean up measures will you have in place to ensure litter is minimised during and after your promotions?

11. Please state preferred method of payment:

(Payment to be made on confirmation of booking)

Online	
Over the telephone	
Cheque (made payable to Blaenau Gwent Borough Council)	
Invoice Required	

Please note that through the booking assessment process you will also be required to submit the following:

- **Copy of your public liability insurance certificate – minimum cover of £5m required**
- **Risk assessments for the Event**

Information provided in this application form and any attachments will be held both electronically and manually. It will be used to assess your application and may be shared with other departments within Blaenau Gwent County Borough Council, Gwent Police and any other parties we are required to consult and liaise with.

Office use only:

PLI Certificate received?		Risk Assessment received?	
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