



Lochore Meadows Country Park

Application for the use of the Park for an event

Please complete in Block Capitals or in typewritten format

This application must be lodged at least 28 days prior to the proposed event to:

Ian Laing
Park Manager
Lochore Meadows Country Park
Crosshill, by Lochgelly
KY5 8BA
Telephone: 03451 555 555 ext.471066
Email: Ian.Laing@fife.gov.uk
Office Email: LochoreMeadows.General@fife.gov.uk

Section 1 - Contact Details

Contact Name:	
Name of Organisation (If any):	
Address (Including Postcode):	
Telephone (Day):	Email Address:
Telephone (Evening):	
Date of birth (if under 18)	

Section 2 – About the Event

Title and full description of event (Please put as much information as possible and attach any posters/leaflets you may have for the event)	
Event date:	How many people are expected to attend the event?
Event time:	Access to the Park required From: To:

Alternative dates if cancelled:

How many vehicles do you anticipate being in the Park for the event?

What type of vehicles will be in the park and for what purpose?

What provision has been made for crowd control for people arriving/leaving and during the event?

Have you any experience or have you received any training in organising public events? YES/NO
If yes, please give details

What provision has been made for First Aid?

Do you intend to provide catering facilities? YES/NO

If yes, please provide a list of caterers (names and addresses) that will be used at this event.

Note – any person or company used for catering must be licenced with Fife Council
No alcoholic liquor can be consumed or sold in the park unless a special Licence has been
obtained from Fife Council

What provision has been made for calling the emergency services? i.e. nearest telephone location

Will any electrical appliances/equipment/machinery/staging be utilised? YES/NO
If yes, please state which items

Please ensure that appliances hold current PAT testing certification

Have any arrangements been made for a public address system to make announcements to the public?

You must obtain Public Liability insurance cover to the value of £5 million in respect of this event. You must also indemnify Fife Coast and Countryside Trust from any third party claims arising from the event. Please provide details of:

Insurance Company:

Dates of Cover (from/to):

Policy Number:

NOTE – evidence of Insurance Cover must be submitted 28 days prior to the event. (Copy of Documents)

Failure to provide these could result in the event being cancelled

What arrangements have been made to clean the park of all rubbish and disposing of such at the conclusion of the event?

Do you require the use of any of the following facilities?

Pitch YES/NO (if yes, how many and what size?)

Equipment YES/NO (e.g. projector/screen/laptop/generator)

Have you consulted the emergency services regarding this event? YES/NO
If yes, please indicate which service(s)?

What precautions have you taken in light of your consultation with these services?

You must provide a Risk Assessment for your event, which must be made available 28 days prior to your event taking place. Please contact the Park Manager if guidance is required.

DECLARATION

I declare that to the best of my knowledge and belief, the information given in this application is correct and no material particulars have been omitted. I agree to comply with all the conditions and requirements detailed in this form

Signature

Print Name

Date

Please ensure that you have enclosed your Public Liability Insurance and Risk Assessment with this application