

Application form for Bandstand events

Applications must be submitted at least **four weeks before** an event. Applications submitted later than this may incur an additional charge and cannot guarantee approval. All applications will be assessed within two weeks of submission and any incomplete applications will be returned.



Application to hold an event on (please tick)

- Manor Gardens Bandstand, Exmouth
- Connaught Gardens Bandstand, Sidmouth

Please Note: Events in the gardens must consult our cafe concessions, prior to arranging food and drink vendors at their event. Manor Gardens: Bumble & Bee (info@bumbleandbee.co.uk) and Connaught Gardens: Clock Tower Cafe (susanskyes653@gmail.com)

Contact details

Organiser's Name:			
Contact Address & Postcode:			
Contact number:		Email:	

Event Information

Please Note: Our gardens are locked at 10pm in summer and 7pm in winter. If you require the public toilets or garden gates to be opened longer than normal opening times, please specify below.

Name of Event:			
Date/s of Event:	Start time (including set up):	Finish Time (including break down):	
Will you be charging an admission fee?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	If yes, how much? <i>(Please note: EDDC will require 30% of ticket sales)</i>
The below is applicable to Manor Gardens only (please contact us directly if you require deckchairs in Connaught Gardens)			
Do you require chairs for the bandstand?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Please state how many?
Do you require deck chairs for the audience?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Please state how many?

Description of Event: If activities change after submitting this form it is your responsibility to inform the StreetScene team and seek consent for these activities.

Licensable Activities at your event

Do you intend to have any of the following at your event?

Sale of alcohol	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Food and non-alcohol stalls (Food stalls must hold a rating of 3* or above)	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Performance of a play	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Showing a film	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Dance Performance	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Performance of live / recorded music	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Bold activities will require a Temporary Event Notice. To apply for a TEN please call 01395 517410.			Yes N/A	<input type="checkbox"/> <input type="checkbox"/>	License Number
You will need to apply directly to PRS if you are planning to have either recorded or live music at your event. Please call 02075 805544.			Yes N/A	<input type="checkbox"/> <input type="checkbox"/>	License Number

Extra Services

Do you require the use of the following during your event?

Water supply	Yes	<input type="checkbox"/>	Electric	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>		No	<input type="checkbox"/>
Herras Fencing	Yes	<input type="checkbox"/>	Sandbags (Pallets of 50)	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>		No	<input type="checkbox"/>
Please specify how many			Please specify how many		
Barriers	Yes	<input type="checkbox"/>	Assortment of Garden Games	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>		No	<input type="checkbox"/>
Please specify how many					

Litter and recycling

It is the event organiser's responsibility to keep our sites free from litter. If you require the council to help with extra litter / recycling bins or waste disposal please tick the box below and a quotation will be given.

Litter / Recycling Stations	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

It is not acceptable to leave waste adjacent to litter bins. Litter must be disposed of at a licensed tip or removed by a licensed contractor. If you do not require additional litter stations, please identify how you intend to keep the site free from litter and to clear the site following the event?

Car parking

On-site car parking is kept to a minimum to maintain open spaces in optimum condition. Agreement to on-site parking will be at the council's discretion and limited to a specified area. Parking permits may be available. Please call our car parks team on 01395 571624.

How do you propose to accommodate visitors' / event organisers' vehicles?
(e.g. Pay & Display via existing council car park, park and ride, on-site parking)

Event organiser's check list

Applications will not be processed unless the following documents are submitted:

- Public liability insurance certificate (minimum £5 million)**
- Risk assessment**
- £50 returnable deposit**

Hire Fees

You will need to submit the final event payment before the event, this will be confirmed and calculated with any additional services you may require once your application has been processed.

The council reserves the right to cancel an event at any point, (please request a copy of the event conditions for full details of terms). If you need any help filling out this form or have any questions please call Streetscene on 01395 226961

Please return the application form and required documents to:

Post: Streetscene, East Devon District Council, Camperdown Terrace, Camperdown Depot, Exmouth, EX8 1EJ

Email: events@eastdevon.gov.uk