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# Queen Maeve Square, Sligo – Medium-Large Event Application Form

**Event Application Form Medium (100+) and Large (1000+) – Public Event**

Sligo BID and Sligo County Council request that this form be completed with the basic details of the event. This allows the Queen Maeve Square team, Sligo BID, the Local Authority and emergency services (fire, ambulance, and Gardaí) to provide advice on safety, street closures and any applicable licences required.

Please send this completed form together will all supporting documentation to the Queen Maeve Square team in Sligo BID to [bookings@queenmaevesquare.ie](mailto:bookings@queenmaevesquare.ie).

Please note an administration fee of €75 will apply to all applications made.

If you have any queries, please contact [hello@queenmaevesquare.ie](mailto:hello@queenmaevesquare.ie) (071 9142821), [cara@sligobid.ie](mailto:cara@sligobid.ie), [edel@sligobid.ie](mailto:edel@sligobid.ie) (083 3704223), [gail@sligobid.ie](mailto:gail@sligobid.ie) (085 7584434).

|  |  |
| --- | --- |
| **EVENT ORGANISER** | |
| Name/Organisation Name |  |
| Contact Details | Address |
| Phone |
| Email |
| Contact Name |  |
| Signature |  |
| Position | Date |
| **EVENT MANAGEMENT** | |
| *If you are a community group or organization (small event <100 attendees), please provide the details for two contact points for your event.*  *If you are a medium (100+ attendees), large event (1000+ attendees), please see below request for information.*  *Please note that these roles have specific functions and responsibilities, and as such the persons must be competent for the role. Please provide details describing previous experience and qualifications of roles below including events and dates. This can be provided on separate sheets and attached to this form if necessary.* | |
| Persons(s) in overall control (named individual) | Name |
|  | Phone |
|  | Email |
|  | Experience / Qualifications |
| Event Controller | Name |
|  | Phone |
|  | Email |
|  | Experience / Qualifications |
| Event Safety Officer | Name |
|  | Phone |
|  | Email |
|  | Experience / Qualifications |
| Event Chief Steward / Marshal | Name |
|  | Phone |
|  | Email |
|  | Experience / Qualifications |

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| **EVENT DETAILS** | | |
| *If your proposed event has an audience in excess of 5000+, a formal Planning application must be made to the Local Authority, allowing appropriate time (approx. 16 weeks) for the application process.* | | |
| Event Name |  | |
| Location | Location Plan attached; Yes / No  Site Plan attached; Yes / No | |
| Dates and Times  *Include dates and times to prepare and dismantle venue/ location* | Build Start | Event Finish |
| Event Start |  |
| Nature of Event  *Brief description of proposed event* |  | |
| Target audience |  | |
| Is this a free event | Yes / No | |
| Is this a ticketed event | Yes / No | |
| Is the event open to the public or invited guests only? |  | |
| Estimated number of persons attending | At any one time |  |
| Over the whole event |  |
| General Public |  |
| Personnel |  |
| Participants |  |

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| **EVENT ACTIVITIES** | | | |
| *Please tick below the appropriate box to show the activities that are intended for the event.* | | | |
| Stewarding / Security |  | Exhibitors |  |
| Market stalls |  | Alcohol |  |
| Food / drink concessions |  | Toilets |  |
| Power Supply |  | Marquees |  |
| Water (limited supply at some sites) |  | Lost children point |  |
| Temporary Structure / Staging |  | On Site Communications (radios, loudhailers etc) |  |
| Barrier/fencing |  | Live entertainment |  |
| P.A. System |  | Carnival / fairground equipment |  |
| Motor vehicles |  | Inflatables (e.g. bouncy castle) |  |
| Volunteers |  | Other |  |
| Other (please specify) | | | |

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| **EVENT DOCUMENTATION CHECKLIST** | | |
|  | Yes | No |
| Events taking place in Queen Maeve Square require a level of insurance. If you have an insurance policy in place, please indemnify Sligo BID and Sligo County Council and provide a copy of your insurance with your application. If you do not have insurance in place, please contact us. |  |  |
| Event Management Plan (Including Traffic Management Plan, Work Method Statement, Risk Assessment Where Relevant) |  |  |
| Event description for promotional purposes |  |  |
| Event promotional image- please provide digital and physical copies of all marketing collateral, ensuring that required logos are included. |  |  |
| Any event with children in attendance must have a child safeguarding policy. Please include a copy if relevant to your event. |  |  |
| Site Map |  |  |
| Have you included details in relation to the accessibility and sustainability plans for your event? |  |  |
| Event tidy up plan- it is the responsibility of the event organisers to ensure that Queen Maeve Square is maintained throughout the event and after the event. The event space is regularly inspected. |  |  |
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| **EVENT DOCUMENTATION / ADMINISTRATION (For Office Use Only)** | | |
|  | Yes | No |
| Has the site/venue been used before for similar events? |  |  |
| Have residents or local businesses been contacted in writing? |  |  |
| Have there been any objections? |  |  |
| Has a specific Event Safety Management Plan been produced for the proposed event? |  |  |
| Is the author deemed competent in relation to experience, qualification, and knowledge for this type of event? |  |  |
| Is the author of the event plan the designated Event Safety Officer? |  |  |
| Has indemnity insurance been provided for the event plan? |  |  |
| Who is the designated person to supervise the build and break of the event? |  | |
| Is the person deemed competent in relation to experience, qualification, and knowledge for this type of role? |  |  |
| Have all relevant statutory approvals, licenses, etc. been granted? |  |  |
| Has there been consultation with statutory agencies? |  |  |
| If yes which statutory agency was consulted? |  | |
| Have terms and conditions been established with suppliers and participants? |  |  |