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# Queen Maeve Square, Sligo – Small Event Application Form

**Event Application Form – Public Event- Small Event (<100 attendees)**

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 as 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.* | |
| Persons(s) in overall control (named individual) | Name |
|  | Phone |
|  | Email |
|  | Experience / Qualifications |
| Persons(s) in overall control (named individual) | Name |
|  | Phone |
|  | Email |
|  | Experience / Qualifications |

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| **EVENT DETAILS** | | | | |
|  | | | | |
| Event Name |  | | | |
| Location | Please add entry/exit points, location etc. on Queen Maeve Square map (note this can be downloaded from the website) | | | |
| 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 |  | | |
| **EVENT DOCUMENTATION / ADMINISTRATION** | | | | |
|  | | | 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 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. | | |  |  |
| 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. | | |  |  |
| Event Plan/Health and Safety Plan (If Applicable) | | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EVENT ACTIVITIES** | | | |
| *Please tick below the appropriate boxes that apply to your 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) |  |
| Fundraising/Charity |  | Volunteers |  |
| Other (please specify) | | | |