1. Applications must be received a minimum of 20 working days in advance of the date permission is required for; Late applications will not be considered
2. The Litter Management Office must approve any items being distributed/sampled. If your proposal includes sampling or brand to hand you should contact the LMO by e-mail: [LMO@dublincity.ie](mailto:LMO@dublincity.ie) or by Tel: (01) 222 5349/4243/422. Please do not complete this form.
3. Cancellation policy: Event application and infrastructure fees are non-refundable once you have received reference number and invoice.

**Locations for promotional activities:**

* Only one location permitted per day.
* Each applicant can only apply for one day on each application.
* Two days in succession is prohibited.
* Two locations are available ;

**Northside:**

* + Smithfield Plaza

**Southside:**

* + South King Street

In some circumstances, at Dublin City Councils discretion, other locations may be assessed.

**Fee Schedule for Commercial on-street activations**

|  |  |
| --- | --- |
| **Category** | **Fee + VAT @ current rate applies** |
| Commercial Promotional/Merchandising Activity  Additional Infrastructure | €250.00 + VAT per day  €100 + VAT additional charge per hour  €1,000 + VAT (maximum charge per day for additional infrastructure) |
| Waste Management Permit Charge per day **(Vat exempt)** | €250.00 |
| We confirm that our organisation has a Health & Safety Management Plan in place for this activity.  This Plan complies with the requirements of the Health & Safety Act 2005 and all subsequent acts and amendments. This Plan will remain in force for the duration of our activity and will not be amended or cancelled for the duration of the activity.  If any details, relating to this application, are altered after the form has been submitted, please advise Dublin City Council immediately at the Events Section, Dublin City Council, Ground Floor, Block 4, Civic Offices, Wood Quay, Dublin 8.  I, the undersigned confirm that the above information is true and factual. I confirm that I am the authorised person for this activity. I have read the general conditions overleaf and agree to abide by same:  Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

|  |  |
| --- | --- |
| **Applicant Details** | |
| Company Name |  |
| Application Manager |  |
| E-mail address |  |
| Company Phone Number |  |
| Mobile Phone Number |  |
| Company Address  (including post/Eir code) |  |
| **Location Details** | |
| Location required (please tick) | Smithfield    South King Street  Other Location: |
| Date |  |
| Time Required: To/From |  |
| Number of staff on site |  |

|  |  |
| --- | --- |
| **Infrastructure details (***Only Complete If Infrastructure On Site***)** | |
| Type of infrastructure |  |
| Dimensions (Please also attach visual of proposed infrastructure) |  |
| Exact location infrastructure to be situated |  |
| Details on how infrastructure to be moved on site |  |
| Person responsible for structural integrity |  |
| Mobile Phone Number |  |
| Any other information |  |

|  |  |
| --- | --- |
| **Checklist** | |
| Risk Assessment |  |
| Public Liability Insurance specifically indemnifying Dublin City Council and proof of Employers Liability |  |
| Company Health and Safety Statement |  |
| Terms and conditions on whole document read and signed |  |

Additional Terms and Conditions may be added to your activity\* once full details of the request is received.

\*The word “Event” is used interchangeably with Activations/ Promotions and Sampling

**Terms and conditions of Activations/ Promotions in Dublin City**

* Payment of the appropriate charge of for the use of the public domain for promotional/commercial activity to be made prior to the activity/promotion taking place.
* This application is only in regard to roads and pavements under the control of Dublin City Council, private property and land owned by other statutory bodies are not included.
* Activity to take place at the stated location on the stated date/s and time/s only
* No car parking spaces to be used for activity/promotional purposes.
* Appropriate permit is obtained from the Litter Management Office to distribute the product and payment of the appropriate fees must be made prior to the activity taking place.
* Activations with infrastructure and/ or equipment that is not handheld must apply for a permit from the Events Unit Dublin City Council, email [events@dublincity.ie](mailto:events@dublincity.ie)
* All non-handheld equipment, props and infrastructure will incur a fee of €100 per hour (plus 23% vat) fee to a maximum of €1000 per day plus vat.

**General Conditions**

* I understand that the submission of my application does not mean I have the permission to hold the event and that I may be required to provide more information before the application can be processed.
* I confirm that I am over 18 years of age and I have the full authority of my organisation/company to make this application. I certify that the information supplied is accurate. I will accept the undertakings requested by this application.
* I understand that false information supplied could result in being excluded for consideration to hold any event on Dublin City Council property, park or open space.
* I agree to pay all fees in relation to processing the application which includes all charges and cancellation fees if applicable.
* I understand that Dublin City Council recommends that the event organiser does not announce press release, marketing information or advertising for their event without the prior consent of Dublin City Council.
* Dublin City Council or An Garda Síochána reserves the right to suspend / terminate any and/or all proposed activities being held in the park/open space for reasons of public safety, congestion or nuisance or any other reason. Any such termination would be without any claim or liability on the statutory bodies. Dublin City Council reserves the right to cancel or withdraw consent at any time in parks/open spaces.
* Dublin City Council may require the applicant to curtail, relocate or cancel an Event on or before the booking date, in circumstances of emergency or other legitimate access requirements for which there is no satisfactory alternative arrangement that can be made.
* Event to take place at the stated locations dates and times only.
* Any additional requirements of the statutory agencies shall be resolved directly with them prior to holding of this event.
* Further site specific terms and conditions may apply if approval is granted.

**Building Control**

* The requirements of the Building Control Section, Dublin City Council must be complied with in full.
* The certificate of the event Chartered Structural Engineer, in relation to the erection of temporary structures must be submitted to [buildingcontrol@dublincity.ie](mailto:buildingcontrol@dublincity.ie) prior to commencement of the event.
* If a positioning of equipment form is required please contact [roadworks.control@dublincity.ie](mailto:roadworks.control@dublincity.ie)

**Roads and Traffic**

* It is recognised that Event production companies must act in a responsible and professional manner. However, all Event staff need to take their surroundings into consideration and must not;
* Obstruct others from carrying out their business;
* Cause a disturbance or safety hazard or impede the mobility of pedestrians, goods or services without adequate prior consultation.
* Dublin City Council has a duty of care towards residents and businesses and will exercise control if a particular production is causing an unreasonable nuisance.
* The selection of Event locations that may have the potential to affect normal traffic flow and should only be done in consultation with An Garda Síochána and Dublin City Council’s Roads and Traffic Department.
* If required all road closures must be applied for and agreed in advance of Event.
* There must be no interference with vehicular or pedestrian traffic unless specifically applied for and a Traffic Management Plan is received and approved by An Garda Síochána and Dublin City Council.
* Parking permits and suspension of parking if required must be applied for and permits granted prior to commencement of Event.
* Positioning of vehicle applications and equipment if required, must be made and granted prior to commencement of Event.

**Community**

* All consultation with business/residents and other premises to be complete prior to commencement of event.
* Adequate provision, where practicable should be made for spectators and participants with disabilities
* No obstruction of access or egress to retail or other premises
* Noise levels should not be considered a nuisance and have consideration for any noise sensitive premises in the area.
* No litter to be created because of this event.
* Event organisers must ensure they are in compliance with the Department of Children & Youth Affairs Child Protection Policy and Code of Behaviour for working with children/young people.
* It is the responsibility of the event organiser to ensure that any copyright music being played is appropriately licensed by IMRO.

**Insurance**

* Dublin City Council requires a copy of your public liability insurance cover with a specific indemnity for Dublin City Council to the sum of €6.5m.
* You should also have Employer’s liability for the minimum amount of €13 Million.
* Please note if you are an Event production company travelling from abroad your policy must extended to cover the jurisdiction of the “Republic of Ireland”
* For UK companies the indemnity amount is £5.0M
* The applicant is responsible for all and any claims that may arise directly from this event.

**Health and Safety**

* It is the responsibility of the applicant to ensure that All Emergency Medical Technicians (EMTs), Paramedics (Ps) and Advanced Paramedics (APs) must be registered with the Pre-Hospital Emergency Care Council in order to legally practice in Ireland. The Pre-Hospital Emergency Care Council (PHECC) maintains a statutory register of all pre-hospital emergency care practitioners who meet the required standards.
* The applicant must satisfy themselves that the person responsible for drawing up and implementing their Health & Safety Statement & Risk Assessment Plan for their event, is competent to do so. Sole responsibility lies with the applicant to ensure that all elements of plans are carried out as stated in the documentation submitted to Dublin City Council for the duration of the event.
* Dublin City Council bears no responsibility for the management of safety for the duration of the event.
* I agree that the organisation/company will conform to all legal requirements and abide by the terms of the approval

**Privacy Notice**

* All information requested is for the sole purpose of processing your application. We do not collect personal information for commercial marketing or distribution to private organisations. It may be necessary from time to time to pass your contact information on to trusted third parties in order to assist with the processing of your application, such as our statutory agency partners, e.g. An Garda Síochána, as long as those parties agree to keep this information confidential.
* Access to any non-public personal information that you provide will be restricted to only those employees who need to know that information to process your application.
* It is our policy to retain collected information for a five year period after which your information will be disposed of securely.
* Contact our Data Protection Officer on [dataprotection@dublincity.ie](mailto:dataprotection@dublincity.ie) or 01 222 3775.