



PARKS & LANDSCAPE SERVICES APPLICATION FORM
For all activities/events in Dublin City Council Parks & Open Spaces

Event / Activity Organiser	
Name of Organisation	
Event Organiser	
Contact Address (including eircode)	
Tel No / Mobile No	
Email	

Nature of Event/Activity			
Charity	<input type="checkbox"/>	Festival	<input type="checkbox"/>
Family / Community	<input type="checkbox"/>	Sport	<input type="checkbox"/>
Commercial / Promotional Activation	<input type="checkbox"/>	Music / Concert	<input type="checkbox"/>
Filming / Photo Shoots	<input type="checkbox"/>	Arts & Culture	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>		

Charity Event/Activity – Name of Charity (See guidance note)	
Charity Registration Number	

Event / Activity Summary			
Name of Event/activity			
Park / Open space			
Dates / Times	Date(s)	Start Time	Finish Time
Description of event/activity			



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Event/Activity Details	
Event Controller (on site) (if different to event organiser)	
Tel No / Mobile No	
Email	
Event Safety Officer (on site)	
Tel No / Mobile No	
Email	

Anticipated attendance?	
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Event/Activity Elements			
Do you intend to include any of the following elements at the event? Please indicate with a ✓ <i>*Once this application has been submitted, no additional items may be included without the prior consent of Parks & Landscape Services.</i>			
Stage/Riser (please supply dimensions of same).	<input type="checkbox"/>	Security (PSA approved)	<input type="checkbox"/>
Vehicle access required	<input type="checkbox"/>	Branding	<input type="checkbox"/>
Marquee/Gazebo	<input type="checkbox"/>	Temporary Toilets	<input type="checkbox"/>
Sale of food – Food/Drink Concessions or other products	<input type="checkbox"/>	Stewarding	<input type="checkbox"/>
PA System	<input type="checkbox"/>	Any advance notice signage	<input type="checkbox"/>
Temporary Structures	<input type="checkbox"/>	Compressed Gas Helium / LPG	<input type="checkbox"/>
Barriers/Fencing	<input type="checkbox"/>	Face Painting	<input type="checkbox"/>
Balloon Displays – [Biodegradable only] (No launches permitted)	<input type="checkbox"/>	Fireworks / Pyrotechnics	<input type="checkbox"/>
Electrical Installations	<input type="checkbox"/>	Music	<input type="checkbox"/>
Fairground Equipment	<input type="checkbox"/>	IMRO Licence	<input type="checkbox"/>
Generator (only diesel permitted)	<input type="checkbox"/>	Hot Air Balloons	<input type="checkbox"/>
Inflatables (excluding Bouncing Castles)	<input type="checkbox"/>		

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Please list any other elements of your event which are not covered by the check list

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Environment & Waste Management

Portaloos - (include numbers and location if applicable)

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Waste Management – (include details of waste management and disposal)

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Medical Plan / Crowd Management

Medical Plan/First Aid Cover

Please supply details of medical/ first aid cover to be provided

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Crowd Management (include the number of stewards and professional security if applicable and name and contact details of the main security contact on site on the day of the event)

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Dollymount Beach only - Vehicular Access

Number of Vehicles:

Type of Vehicles:

Registration numbers:

Terms & Conditions: -

- I understand that the submission of my application does not mean I have permission or permission in principle to hold the event and that I may be required to provide more information before the application can be processed.

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- 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 / activity without the prior consent of Dublin City Council.
- All consultation with business/residents and other premises to be completed prior to commencement of event / activity.
- It is the responsibility of the event organiser to ensure that any copyright music being played is appropriately licensed by IMRO.
- I certify that the organisation/company will conform to all legal requirements and abide by the terms of the approval.
- The applicant is responsible for all and any claims that may arise directly from this Event/Activity.
- The Parks & Landscape Services or An Garda Síochána reserves the right to cancel an Event/Activity.
- The applicant must satisfy themselves that the person responsible for drawing up and implementing their Health & Safety Statement & Risk Assessment Plan for their Event/Activity, 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/Activity.
- Dublin City Council bears no responsibility for the management of safety for the duration of the Event/Activity.
- Comply with all Health & Safety Legislation, the Safety, Health & Welfare at Work Act 2005, all regulations made there under, and all other relevant legislation, regulations and approved Codes of Practice, to ensure the safe running of this Event/Activity.
- Further site specific terms and conditions may apply if approval is granted.
- 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

Acceptance of Terms and Conditions

Print name (Block Capitals)	
Signature	
Position in organisation (if applicable)	
Date	

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Checklist

I have enclosed the following:

Signed Terms and Conditions	<input type="checkbox"/>	Public Liability Insurance	<input type="checkbox"/>
Site Plan / Route Plan (where applicable)	<input type="checkbox"/>	Risk assessment/Safety Statement (where applicable)	<input type="checkbox"/>

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.

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 or 01 222 3775

Rev: Jan 2019

For Office use only		
Event name		
Event Type		
Hours in park		
Account	Events - R70534	Filming – R72012
Cost Centre	631072	
Amount Payable	€	
Invoice Number		