

**PERMIT APPLICATION FORM**

**For an Event / Activity in Dublin City Council Parks 2017**

**Please read this application form carefully before you submit it.**

In accordance with *Dublin City Council - Parks & Open Spaces Bye-laws 2002*, written permission is required from the City Council to engage in any commercial activity in any park or open space managed by the Council. An application for a permit must be made by any individual/group wishing to use any park or open space for any event, filming, photography, photo calls, fashion shoots and product launches of any type.

Permission should also be sought by non-commercial groups or organisations who wish to use the park for any organised group activity.

**A person or group who contravenes a provision of the Parks Bye-Laws is liable to a fine of €1,200.**

**Public Liability Insurance**

Each applicant must submit evidence of Public Liability Insurance cover; the level of indemnity to be not less than **6.5 million euro** in respect of any one incident. Employers Liability of 13 million is also required where individuals/companies are employing people.

**Dublin City Council must be specifically indemnified and named on the policy.**

**Photo Shoot / Commercial Promotions**

Fee of €150 + VAT at 23% per hour, Minimum 2 hours. Subsequent hours are charged at €100 + VAT at 23%

**Filming, Including rehearsal time.**

Fee of €150 + VAT at 23%, per hour Minimum 2 hours. Subsequent hours are charged at €100 + VAT at 23%

Fee of €1000 + VAT at 23% for a full day of filming, (6 hours+)

Commercial events / Promotional Activity / Merchandising/Sampling Brand to hand Activity/

Fee €250.00 + VAT at 23%, per hour Minimum 2hrs, Subsequent hours are €100.00 +VAT. After 6 hours (Daily rate) of €1,000.00 + VAT

Additional charge per hour after 6pm, €250.00 + VAT

**Payments can be made online** [**here,**](https://ip.e-paycapita.com/AIP/itemSelectionPage.do?link=showItemSelectionPage&siteId=110&languageCode=EN&source=AIP) **as soon as you receive our invoice.**

**Some events may require the provision of a refundable Bond in the form of a bank draft. (See notes on page 3)**

**Complete the Permit Application Form and return by e-mail** [parks@dublincity.ie](mailto:parksaccounts@dublincity.ie)

**For assistance please phone: 01 2223366**

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**PERMIT APPLICATION**

**for activity/events in Dublin City Council Parks and beaches, including filming/photo shoots and commercial activity**

Company/Organisation

Name of Production \*

Contact Person

Address:

Phone/mobile

E-mail:

Event Date

Duration (Incl. any rehearsal time)

Location

Description of event / activity (including numbers involved)

Numbers involved

Additional equipment / infrastructure

Other relevant information.

\*Filming only.

**Filming on Bull Island (Dollymount Beach etc)**

Please provide a site map showing the exact location of your proposed Filming/activity.

If filming on Bull Island a vehicle permit is required to access the beach. Please include the vehicle registration number below.

Vehicle Reg. No.

**Filming on Ringsend Beach**

To gain access through the barrier to the beach, permission is required from Electric Ireland. Contact Denis McCabe on 087 8061063

**Temporary Structures**

The requirements of the Building Control Section, Dublin City Council must be complied with in full. The certificate of the event 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.

Tom Johnson, Senior Access Officer, 3 Palace St., Dublin 2

**Refundable Bond.**

As part of the terms and conditions of a permit an applicant may be required to submit a refundable bond where Parks and Landscape Services decide that the proposed event is of a scale that is likely to cause damage to the park surface from construction, vehicular or crowd movement, or any other activity associated with an event.

A pre-event meeting should be arranged by the applicant with the District Parks Officer for the particular park to agree any existing marks or wear and tear etc.

A post-event meeting should be arranged by the applicant as soon as possible to determine if there was any negative impact on the park.

The District Parks Officer will inform Parks Administration the amount of the bond to be retained

As a matter of course, 5% of all bonds are retained to ameliorate for the cumulative effects of events on the parks surface.

Any infringement of the Terms and Conditions of the permit will result in the retention of an additional 1% of the bond for each occurrence.