

EVENT APPLICATION FORM

Name of Event Organiser:		Organisation:		
Address:		Postcode:		
Event Name:				
Email Address: & Website		Telephone Number(s):		
Is this the first time you have submitted an application for an event in Solihull?			Yes No	
Location:				
Requested Date of Event:	Event times: (please note vehicle access in between 8am & 9am and 5pm to 6pm)			
Detailed content of event: (Please give as much detail as possible)				
Category of event:				
Marketing/Promo		Commercial event	Other:	
Commercialisation		Fun fair/rides		
Leaflets/Handouts		Charity Event/ charity registration no.		
NOTE: Public liability Insurance of £5million+ is required (please attach):				
Will you be selling anything?	Yes	No	N/A	Please state:
Have you applied for Street Trading Licence?	Yes	No	N/A	Please state:
Are you handing out any leaflet?	Yes	No	N/A	Please state:
Have you applied for distribution of printed matter Licence?	Yes	No	N/A	Please state:
How many people will be on your stand?				
Does anyone have a CBR?				

Signed:

Name in Bold:

Date:

Please return to: Rachel Lowe, Events, Transport, Highways and the Environment,
5th Floor Church Hill House, Places Directorate, Solihull Metropolitan Borough Council,
The Council House, P.O.Box 19, Solihull B91 9QT or email to rachellowe@solihull.gov.uk

On receipt of this form you will be contacted regarding availability and charges that will apply to your application.