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| **Event Notification Document****(Event Organiser to complete)** |
| Event Name: | Event Organiser: | Event Date: |
| Event Location/Address: | Organiser Contact details:Tel: Mobile: Email: | Start Time:Finish Time: |
| **Expected attendance and crowd management**(Delete as appropriate) | Expected / Estimated attendance:Expected / Estimated number of vehicles:**Y / N** Private / Ticketed event**Y / N** Public / Open even**Y / N** Mixed crowd / Families**Y / N** Mainly children or elderly**Y / N** Mainly adults |
| **Does your event take place on a road?** (Delete as appropriate) | **Y / N** The event is on or next to a public highway**Y / N** We are applying for road closures**Y / N** Large / high / long vehicles involved in event |
| **Will alcohol be available at your event?**(Delete as appropriate) | **Y / N**  Bar available**Y / N**  Attendees bringing own alcohol |
| **First Aid / Medical provision** | Please provide available details at this stage:  |
| **Event details –short summary** Eg sporting activities, stunts, fireworks, whether trained marshalls/stewards are being used, insurance, radios available for communications etc. Please attach event management plan if already available. | Please provide available details at this stage:  |

**Please return by email to:** SAG@newark-sherwooddc.gov.uk