

Regeneration and Environment Services

Culture, Sport and Tourism

Events Team

Rotherham Civic Theatre

Catherine Street

Rotherham

S65 1EB

Tel: (01709) 822459

Email: Jayne.sollitt@rotherham.gov.uk

*Email the Council for **free** @ your local library!*

Our Ref:	Direct Line:	Extension:	Please Contact:
Events2022	(01709) 255500		Jane Cardie

Dear Event Organiser,

Event Application Request

Thank you for your recent enquiry requesting permission to hold an event on Council-owned land.

I have enclosed the Council's Event Application Pack which includes the following information:

- Event Application Form
- Event Guidance Notes:
 - Section 1 – Notes for Application Form
 - Section 2 – Health and Safety Executive Event Safety Guide
 - Section 3 – Musical Entertainment in Rotherham Town Centre – guidance notes
 - Section 4 – Town Centre Pitches Map

PLEASE NOTE: for the foreseeable future all event organisers will be invited to RESAG (Rotherham Events Safety Advisory Group) no matter the size/nature of their event.

You must include an additional COVID-19 risk assessment and all events must have a nominated COVID-19 Officer responsible for the implementation of the COVID-19 risk assessment. It is the responsibility of the event organiser to assess the risks associated with their event and ensure that it falls within the permitted activity outlined in the current national guidance.

Once we are satisfied with all your documentation, and your event is approved, you will receive a letter confirming that your event can go ahead. **Charges for the administration of event applications are: £25 general rate and £17.50 registered charity rate.**

If applicable, charges for hire of parks will be:

Community/Voluntary Groups

Clifton Park - £30.75 per hectare, per hour

Other Urban Parks - £11.60 per hectare, per hour

Commercial Events

Price on application

If you require any further information, please contact me on the above number.

Yours faithfully,

Jayne Sollitt

Events Officer