

Newroz 2012

EVENT TEAM & RESPONSIBILITIES

Organisers

1. Arzu Pesmen (R) SIA 07960302192 – **Event Co-ordinator**
2. Murat Sonmez (R) SIA 07912148537– **Deputy Event Co-ordinator**
3. Diren Yalcin (R) 07780171471
4. Rizgar Wan (R) 07535982760
5. Ercan Akbal (R) 07551567775
6. Ali Boyraz (R) 07865999428
7. Halil I. Karahan (R) SIA 07427077217
8. Yasar Ismailoglu (R) 07958 685135

Event Safety Officer

1. Dursun Lacin (R) SIA 07793238808

Deputy Event Safety Officer

1. Yasar Ismailoglu (R) 07958 685135

Security Team Leaders

1. Halil I. Karahan(R) SIA 07882337023
2. Sinan Arslan (R) 07435416471
3. Ahmet Koz (R) SIA 07826529607
4. Diren Yalcin (R) 07780171471
5. Bulent Kayir (R) 07951299488
6. Zulfu Ozoglu (R) 07553476886
7. Nizamettin Mutlu (R) 07429109195
8. Fidan Gul (R) 07412647308
9. Sema Yildiz (R) 07534451511

Stage

1. Mehmet Aksoy (R) SIA 07506702697 – **Stage Manager**
2. Emre Kubilay (R) 07828637622 – **Deputy Stage Manager**
3. Cigdem Karahan 07846450372
4. Ibrahim Sersi 07920488622

5. Kibar Erdal 07950791737
6. Aysegul Erdogan 07540156019
7. Sultan Cakir 07983752689
8. Kasim Citaci SIA 07704530002

Fire Officers

1. Ferhan Yildiz SIA 07423535057- **Chief Fire Officer**
2. Cengiz Babahan (R) 07723047837
3. Selim Babahan 07916265059 (10 yrs in fire service in Cyprus)
4. Ilyas Gun 07403121066
5. Salman Kayim 07535041343

First Aid & Lost Children

1. Dr Ahmet Shemo (R) 07911346272 (GP) – **Chief First Aider**
2. Ibrahim Halil Yahli (R) 07909361758 (GP)- **Deputy FA**
3. Dilay Karahan 07575788164 (nurse)
4. Mark Campbell 07865079415 (First Aider)
5. Serpil Kahraman (nurse)
6. Ulas Gun (R) 07939063707 (primary teacher)-**Lost Children Officer**
7. Zelal Akkulak (R) 07871593061 (nursery teacher) – **Deputy LCO**
8. Ayse Akdogan 07702404263 (primary teacher)
9. Gayel Tekin 07853321651 (sports teacher)

(R) Staff who will have radio during the event.

Responsibilities

Event description: Public Event. Kurdish New Year Newroz Celebration with live music, dance and speeches (food, drink and market stalls will be located on the site)

Venue: Basket Ball Pitches in Finsbury Park

Date: 25th March 2012

Start & End Times: 12pm until 6:45pm. Audience to be completely clear from the park by 7:15pm

Command & Control

Event Co-ordinator - Arzu Pesmen will be contactable through the radio, and will be located at the Event Management Command ECM Marque

Deputy Event Co-ordinator – Murat Sonmez will be contactable through the radio, and will be constantly patrolling to make sure the stewards and the security officers are carrying out their duties as planned.

Event Safety Officer– Dursun Lacin will be contactable through the radio, and will be located at the ECM Marque.

First Aid Coordinator – Dr Ahmed Shemo will be contacted through radio, be located First Aid provision marquee

Lost Children Officer – Ulas Gun will be contacted through radio, be located Lost Children provision marquee

Stage Manager – Mehmet Aksoy will be contactable through the radio, and will be located at the Stage area

Chief Fire Officer – Ferhan Yildiz will be contactable through the radio, and will be located near the stands.

Liase with Police:

The Event Coordinator will be liaising with the police. During briefing before the commencement of the event the Event Coordinator will speak to the police on duty and if they remain on site she will update them about numbers and any problems raise.

Duties

Security Team Leaders will be responsible for their assigned areas (site has been divided into zones – see site plan) and with the Security Officers under their command will be responsible for crowd control, and providing information to the public. Security Officers on the two entrances will also be responsible for giving information to visitors.

4999 tickets printed to ensure numbers of visitors on site. As a back up, 2 Security Officers will take tickets from people who enter the site and tear into half of his/her ticket out and keep in a box. Anyone who leaves the site will be given torn tickets so counting those torn tickets will control crowd inside. There will also click in and out system on each entrance.

Emergency management command will be located in the stage area with access to the second PA System.

Communications

Event Coordinator, Organisers, Event Safety Officer, Security Team Leaders, first aid Coordinator and the Chief Fire Officer will have radios and they and other staff will carry mobile phones. They will communicate through radios and also mobile phones.

The radio channel will be disclosed during the briefing before the commencement of the event.

Organisers will put up all necessary signs the day before the event.

Signs:

Male and Female Toilets, First Aid, Catering, Event Management Command tent, No Entry (for stage), Lost Children, Ambulance, Entrance/Exit, designated disabled area

Evacuation Plan

Deputy Event Safety Officer, Security Team Leaders, Security Officers, stewards, fire officers and the first aid team will attend a briefing before the event with the Event Safety Officer. All emergency procedures and responsibilities will be clarified and be in place at least a week before the event.

If anything untoward happens during the event the Event Safety Officer will be informed and will brief security team leaders by two way radios. All Security Officers have gone through training regarding evacuation and know their roles in the event of an emergency.

In case of an emergency the Event Safety Officer will make announcements according to the situation over the PA or emergency PA system.

The Event Safety Officer will make the decision to evacuate the public and also coordinate this evacuation.

When the emergency alarm is heard through the radio or PA system evacuation will take place according to the evacuation procedure below taking into account the nature of the emergency.

In addition to the existing entrances and exits there will be additional emergency exits to comply with minimum required standards. Emergency exits will be staffed for the duration of the event by SIA Security Officers.

Traffic Management

Only organisers, stalls and vehicles that carry equipment (stage, toilets, emergency lights etc) will have permission to enter to the site. All vehicles except refrigerated food van will be removed from the site during the event. Vehicles which will be used for the event will carry a special badge for the event (excluding companies vehicles that carry equipment e.g. Stage, toilets). These vehicle parking will be off site during the event.

The emergency services have unhindered access into the site.

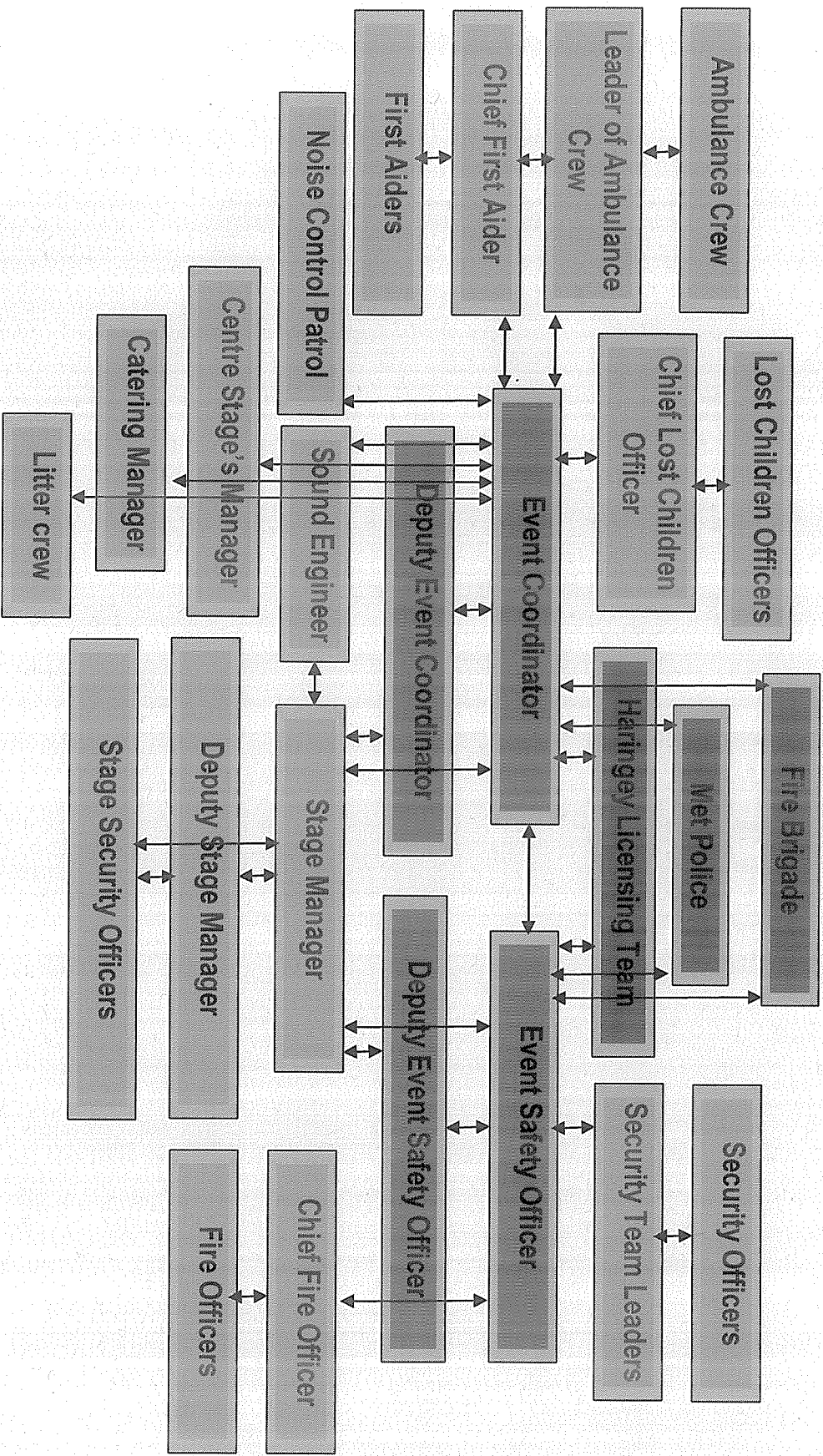
All entrances are wide enough and with removable barriers to give access to the emergency service's vehicles and personnel.

First Aid

Location for St John's Ambulance is shown on the site map along with the First Aid tent which will be staffed by five personnel.

This area is accessible to ambulances.

Site Services at Finsbury Park NEWROZ 2012 Chain of Command



Kurdish and Middle Eastern Community Event
Finsbury Park, Haringey
Newroz 25/03/2012

EVENT SAFETY OFFICER

Role

The Event Safety Officer is the person with the overall responsibility for the safe conduct of the event and the safety and welfare of all persons that attend

Responsibilities

- The liaison with the event organiser emergency services throughout the event especially when situations develop that have the potential to compromise public safety
- The Event Safety Officer will ensure that the event is safely managed through the command and the control of their senior stewards in each zone and their deputy.

He/she will liaise with performers – if excitability of the audience becomes a factor.

- The Event Safety Officer will be responsible for calling the emergency services
- Crowd control – through constant monitoring the Event Safety Officer will direct head stewards to disperse groups of people that create the possibility of serious congestion, all access and egress points must be kept free of obstruction.
- In the event of incident on site or a call to alert of presence of a bomb – a joint decision on the movement and evacuation is essential, the Event Safety Officer must liaise with the police and fire authority.
- In the event that the emergency services representatives are not immediately available – calm reassuring movement of the public is essential – set up exclusion zone around the problem and clear the immediate area.

Note- coded public address messages –back up with radio messages are for key Personnel.

- In the event of a developing situation the Event Safety Officer will be responsible for the redeployment of Security Officers from quieter locations to areas of high activity to support the movement of the crowd.
- Liaison with the Event Manager must be established to ensure that the performance timetable progresses as planned and that organisation matters do not affect safety issues i.e.- event organiser must ensure frequent safe removal of waste from the site to prevent a build up of a possible fire hazard .
- Contractors to ensure no corruption of certificated standards – no unauthorised changes during the event.

The Event Safety Officer will ensure that all messages from senior security/emergency services representatives are logged in at events occurrence book timed and dated.

Boss Security Service Limited

Tel: 0208 493 8562
IMPERIAL HOUSE
64 WILLOUGHBY LANE
LONDON
N17 0SP
www.boss-security.co.uk



Our ref: sm/slh

30th January, 2012

Arzu Pesmen
Kurdish Community Centre KCC
Fairfax Hall
11 Portland Garden
Haringey
London N4 1HU

Dear Arzu

**re: Quotation for Security Officers for Kurdish New Year
Festival on 25th March, 2012**

Following your recent email, please find enclosed our quotation for the above.

Thank you for once again choosing Boss Security for your security needs. We look forward to hearing from you shortly should you decide to go ahead with our quote.

Yours sincerely

Stephen Morrison
Boss Security Services Limited

Enc

Boss Security Service Limited

Tel: 0208 493 8562
IMPERIAL HOUSE
64 WILLOUGHBY LANE
LONDON
N17 0SP
www.boss-security.co.uk



QUOTATION

Date: 30/01/12

Quotation Number: 0001

Name: Arzu Pesmen

Address: Kurdish Community Centre KCC
Fairfax Hall
11 Portland Garden
Haringey
London N4 1HU

Time (Hours)	Date	Description	Rate (per person per hour)	Total (£)
11:45am – 7:15pm (7.5hrs)	25/3/2012	Door Supervisor	£11	£82.50
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11:45am – 7:15pm (7.5hrs)	25/3/2012	Door Supervisor	£11	£82.50
			TOTAL	£1237.50

3. Application

- 3.1 All applications for the hire of a Haringey Park or Open Space are to be made on the Application form and are personal to the Hirer.

4. Confirmation

- 4.1 No application shall be accepted until the Hirer receives a letter of confirmation from the Council.

Hirers should note that the Council accepts no responsibility or liability for the cancellation of an event due to the refusal of Premises Licence, Temporary Event Notice, Building Control Permissions or failure to comply with instructions issued by an Environmental Health Officer.

5. Indemnity and Insurance

- 5.1 The Council is not responsible and will not accept liability for any loss, damage, injury or death howsoever and by whomsoever caused, whether to property or person(s) or sustained by any person at the Venue.
- 5.2 The Hirer agrees to indemnify the Council against all claims, actions, demands, proceedings, cost or awards in respect of any loss, damage, injury or death to persons or property engaged by or assisting the Hirer.

No application shall be accepted until the Hirer signs and returns the Council's Indemnity Form.

- 5.3 The Hirer agrees to take out Public Liability Insurance Cover. The relevant limits of indemnity shall be an amount approved by the Council and under no circumstances shall be less than £2,000,000 (two million pounds) and the Council reserves the right to require a higher limit if deemed necessary. The Hirer will be required to produce evidence of such insurance.
- 5.4 If an inflatable is to be used as part of the event, the Hirer shall ensure that the owner/operator has Public Liability Insurance Cover of a minimum of £2,000,000 (two million pounds). The Council reserves the right to require a higher limit if deemed necessary. The Hirer will be required to produce evidence of such insurance if required.
- 5.5 The Hirer will be required to produce evidence of the existence of Public Liability Insurance at such level as required by the Council in respect of any exhibitor, ground entertainer, sub contractor, caterer etc whom the Hirer has instructed or authorised to appear at the Event. Under no circumstances shall this be less than £2,000,000 (two million pounds) and the Council reserves the right to require a higher limit if deemed necessary.
- 5.6 Failure to provide proof of insurance cover as required under clauses 7.4 to 7.6 prior to the due date will lead to cancellation of the Event.

Event organisers shall demonstrate insurance cover for all employees and sub-contractors of not less than £5 million in respect of The Employers Liability (Compulsory Insurance) Act 1969

- 5.7 **Equipment Insurance:** The Council accepts no responsibility or liability for the loss, damage or theft of any equipment or other effects associated with the event.

6. Payment

- 6.1 **Facility Fee:** The Hirer shall agree to pay the facility fee as laid down in the letter of confirmation.
- 6.2 **Deposit/ Site Bond:** The Hirer shall be required to pay a non-refundable deposit of 25% of the facility fee to secure the booking. If payment of this deposit is not received by the date shown on the letter, the Council shall automatically cancel the application. In addition, the Hirer may also be required to pay by the due date, a Bond against site damage and additional charges. A scale of charges is available upon request. This will be returned less any charges made for site damage or additional charges incurred by the event.
- 6.3 **Additional Charges:** The Hirer shall agree to pay for the full cost of the provision of any services (where available) by the Council, eg electricity, water, over and above the facility fee for the Event.

The Hirer shall repay to the Council on demand the cost, as certified by the OIC, of re-instating, repairing or replacing or cleansing any part of or property in the Venue if damaged, destroyed, stolen or removed prior to, during or subsequent to the period of hire if related to or by reason of the hiring. The Council's valuation of any damage/loss is final.

Any other additional costs incurred by the Council will be charged to the hirer via an itemised invoice. The hirer has 7 days to contest the charges, after which either payment should be made or the amount will be deducted for any site bond due for repayment.

- 6.4 **Value Added Tax (VAT):** The Hirer shall agree to pay any VAT that may be chargeable on any payments
- 6.5 **Invoices:** An invoice shall be sent to the hirer on confirmation of the event. Cheques shall be made payable to the "London Borough of Haringey" and forwarded to the address shown on the reverse of the invoice

7. Right of Entry / Access

- 7.1 The Hirer shall ensure that pedestrians are allowed to access along any public footpath located within the Venue.
- 7.2 Authorised Council Officers or Members shall be permitted entry to the Venue at all times during the period of hire.
- 7.3 The Council reserves the right to refuse admission to or evict any person from the Venue.
- 7.4 The Council reserves the right to fix a maximum limit for the number of persons attending the Event.

8. Permits and Licences

8.1 **General**

8.1.1 The Hirer shall ensure that any licence, permit or other consent which may be required is obtained, whether from the Council or otherwise, before the Event may take place and shall, where requested, produce to the Council on demand copies of such licence, permit or consent. If any such licence, permit or consent has not been obtained, the Council reserves the right to cancel the booking forthwith.

8.1.2 When promoting the Event, the Hirer will be responsible for exhibiting all necessary permits during the Event.

8.1.3 Pyrotechnics or fireworks are not permitted without the written consent of the Council

8.2 **Building Control**

8.2.1 Certain temporary structures shall require inspection by a Building Control Officer. Examples of these are gantries, stages, seating stands, scaffold structures, large marquees and fencing in excess of 2.5 metres high.

8.2.2 Any event that requires a Building Control inspection may be subject to a fee for the inspection. The Hirer shall ensure that he contacts the Council's Building Control Service to seek advice where necessary.

8.2.3 The Council accepts no responsibility or liability for the cancellation or closure of the event due to failure to comply with Building Control Regulations.

8.3 **Premises Licence or Temporary Event Notice (attendance less than 500 people)**

8.3.1 A licence, issued by the Council, shall be required for any of the following forms of public entertainment:

- Supply of alcohol
- Performance of live or playing of recorded music
- Performance of dance or a play (including opera and ballet)

Please refer to the Haringey Parks Events Guide

9. Health & Safety

9.1 The hirer has a legal duty to comply with the Health & Safety at Work Act 1974 and all associated EC directives.

9.2 The Hirer agrees to supply an '**Event Safety Management Plan**' – refer to *Haringey Parks Event Guide*, which includes evidence of having undertaken a risk assessment for the Event and is to ensure that all participants and contractors comply with all relevant Health and Safety legislation or any other guidelines, relevant thereto at all times during the Event and while preparing and clearing the Venue for the Event. Copies of the risk assessment must be available for inspection by the Council and/or any other relevant body e.g. Health and Safety Executive.

9.3 **Central Control Point**

The event organiser is required to have a central control point from which to direct event operations. This place may also contain a public address system (PA) for making announcements, eg emergency evacuation, lost children, staff calls or event programme. The power output of the PA shall not cause unnecessary noise to other park users and park neighbours.

- 9.4 **First Aid**
The Hirer shall ensure that he provides sufficient first aid cover for the event. A supply of mains or potable water must be made available for First Aid purposes
- 9.5 **Reporting of Injuries and Dangerous Occurrences**
The Hirer shall inform the OIC or Parks Police of any serious injury, or dangerous occurrence as defined under RIDDOR 1995.
- 9.6 **Water**
The Hirer may request connection to the Parks Water supply and mains drainage systems. Please note, this is not possible in all sites and arrangements will be advised by the OIC.
- 9.7 **Fun Fairs**
- 9.7.1 Where the Council has agreed that the Venue shall be used for a fun fair then the Hirer shall supply full details including all inspection certificates of all side shows and rides prior to the due date and shall comply with and ensure that the operators of the rides comply with the guidance given in the publication *Fairgrounds and Amusement Parks – Guidance on Safe Practice* published by the Health and Safety Executive and all other statutory requirements.
- 9.7.2 Where the Council has agreed that the Venue shall be used for a fun fair then the Council will check the fun fair operator's details with the Health and Safety Executive.
- 9.8 **Vehicles**
- 9.8.1
- Vehicle access for all venues shall be via the vehicle access gate agreed with the OIC. For Finsbury Park this is via Hornsey Gate only.
 - Safe vehicle routes within the venue shall be agreed with the OIC at the pre-event meeting
 - The Hirer shall ensure that a clear route, at least 5 metres wide, runs throughout the event to allow for access by emergency vehicles.
- 9.8.2 Only essential vehicles shall be allowed to visit or park on event sites. The number of vehicles shall be agreed prior to the event with the OIC and the Hirer shall provide the OIC with a list of owner's details on request. Any other vehicles shall not be permitted to enter the park.
- 9.8.3
- Permitted vehicles shall be driven with hazard warnings lights showing at no more than 5 mph. Vehicles shall avoid driving under the canopy of trees, or make tight turns, which can damage grass / footpaths. Vans/lorries reversing must employ a banksman.
 - Finsbury Park: the regulations relating to the Conduct of Drivers are shown on the back of the Finsbury Park map.
 -
- 9.8.4 The Hirer shall ensure that all his employees and Agents are briefed on the conditions relating to vehicle access and are given a map of the park.
- 9.8.5 It is the responsibility of the Hirer to liaise with the OIC and Police regarding the impact the Event may have on traffic arrangements in the vicinity of the Venue. The Hirer agrees to comply with any requirements of the Council and Police regarding traffic management.

9.9 **Stewards**

- 9.9.1
- The Hirer is responsible for the supervision and control of events, participants, officials, visitors and spectators. Adequate stewarding is to be maintained to ensure no disruption is caused to other users of the park or open space.
 - The OIC normally requires 1 steward for every 100 members of the public in attendance.
 - Event stewards should be clearly identifiable.
 - Event stewards shall also be thoroughly briefed about the event and the terms and conditions of using the venue.
 - For events where Security / Door staff are employed, these persons must be registered by the Security Industry Authority (SIA).
 -

9.10 **Toilets**

9.10.1 The Hirer shall provide at his/her expense temporary sanitary accommodation for the number of people including wheelchair users attending the Event. Refer to Events Guide for toilet ratios.

9.10.2 The Hirer must ensure that all users of the Venue whether event participants or not have unrestricted access to any permanent public toilets located within the Venue.

9.11 **Electricity**

9.11.1 The Hirer shall obtain approval from the Council for the use of generators at the Event. If such approval shall be granted the Hirer must ensure that any generators permitted at the Event are operated in a safe manner and are segregated from the public or are protected by suitable covers or barriers, so as to prevent access by members of the public at the Hirer's cost. All generators shall be diesel fuelled and silent running.

9.11.2 All electrical works carried out by the Hirer or his Agents, shall be carried out by a competent and qualified electrician who shall remain on site whilst the event is open. All electrical installations shall comply with the Electricity at Work Regulations 1989 and the Electrical Equipment (Safety) Regulations 1994, this may be inspected at any time by the OIC or personnel from Building Control.

9.12 **Caterers**

9.12.1 All caterers at the Event must comply fully with the requirements of the Food Safety Act 1990 and the Food Safety (General Food Hygiene) Regulations 1995 and any amendments thereto and comply with all instructions given by the Environmental Health Officer / OIC.

9.13 **Fly Posting**

9.13.1 The Hirer shall not "fly post" any bill or advertisement in connection with the Event. "Fly posting" is an offence and as such the Council is empowered to take proceedings against offenders.

9.14 **Commercial Traders**

9.14.1 No commercial traders will be permitted to trade at the Event without the prior written consent of the Council.

9.15 **Collections / Lotteries**

9.15.1 No collections, games of chance, sweep stakes, lotteries or betting of any kind may be conducted at the Venue without the prior written consent of the Council.

9.16 **Noise Nuisance**

9.16.1 The Hirer shall ensure that noise levels remain within acceptable levels, generally 75 db, when 10 metres from the event site.

10. Use of areas

10.1 No stores e.g. pallets or stacked flooring shall be unloaded onto grass areas.

10.2 No plastic or rubber carpet underlay shall be placed on the grass at any time.

10.3 Coconut matting or similar shall not be laid on the grass for more than 3 days.

10.4 All wooden flooring shall incorporate an air gap of a minimum of 10cm. No wooden flooring shall be laid on the grass for more than 5 days.

10.5 The Hirer shall ensure that no poles or stakes are driven into the ground without prior permission from the OIC. This does not include structure fixing pins.

10.6 No structure shall touch or interfere with any tree canopy. No fixing pins shall be used beneath any tree canopy, or on any pathway.

10.7 No tree or shrub shall be pruned under any circumstance.

10.8 No cooking or fires shall be permitted on grass areas unless suitable protection is laid on the grass first, and permission has been sought from the OIC prior to the event.

10.9 No fuel, chemical or other substance shall be placed where it may harm the grass.

10.10 If extreme weather conditions are experienced prior to, or during the event, the OIC may relocate the event elsewhere in the Park, and in the worst case scenario, cancel, close or change the date of the event.

11. Property not Removed

11.1 The Council may remove and store any property left by the Hirer in or upon the Venue after the period of hire. The Hirer shall repay to the Council on demand the costs of such removal and storage. The Council shall not be held responsible for any damage to or theft of property by or during its removal or storage. The Council is entitled to remove and sell in such a manner as they think fit and property left at the Venue as a result of the hiring not claimed within 28 days. The proceeds of sale of which shall be the Council's.

12. Variations to Agreement

12.1 The Council reserves the right to vary the conditions of the agreement between the Council and the Hirer at any time on 7 days notice. Any variations so made shall be deemed to be incorporated in these Conditions. The Hirer may, within 7 days of receipt of such notice, terminate this agreement.

TERMS AND CONDITIONS FOR THE HIRE OF A HARINGEY PARK

I have read and understood the Terms and Conditions and agree to comply with the same.

Signed: _____

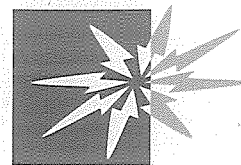
Date: 23rd January 2012

Print name: ARZU PESMEN

Name of Organisation or Company: KURDISH COMMUNITY CENTRE

Position held in Organisation or Company: CHAIRPERSON

Application for Hire of Parks and Open Spaces



Haringey Council

Issue 2
QAF 39

18/10/2007

Please note: Before completing this application form refer to the enclosed 'Terms and Conditions for Hire of Parks and Open Spaces' and 'Event Guide'. For a Small Event please use the Small Event Application for Hire of Parks and Open Spaces

Part 1 Hirer Details

Name of Event:	Kurdish New Year Festival Newroz 2012	OFFICE USE ONLY
Event Location:	Finsbury Park	Event Ref No: _____
Event Date:	25/03/2012	Date: _____
Name of Hirer/ Organisation:	Kurdish Community Centre	
Address:	Fairfax Hall 11 Portland Gardens London	
Postcode:	N4 1HU	
Address for Invoicing: <i>(if different from above)</i>		
Email Address for Invoicing: <i>(if different from below)</i>	finance@kurdishcentre.org	
Work Telephone:	020 8880 1804	
Home Telephone:		
Mobile Number:	07861 800 823	
Fax Number:	020 8802 9963	
Email:	kurdscentre@gmail.com	
Event Public Enquiries Contact Number/Email:		

Have you previously held an event in a Haringey Park?	Yes	No
If yes please give date(s):	2011, 2010, 2008, 2006, 2004, 2003, 2002, 2001	

Part 2 Event Details

Please give a brief description of the event:
Annual Kurdish New Year celebration, a public event, during which live music, folk dance and theatre performances will take place.
Food and non-alcoholic drinks will be provided as well as stalls

Event Details			
Will your event include any of the following? If so please tick the appropriate box(s):			
Fireworks/ Pyrotechnics		Marquees / tents / stalls	<input checked="" type="checkbox"/>
Carnival/ Procession	<input checked="" type="checkbox"/>	Power Supply/Portable Generator	<input checked="" type="checkbox"/>
Fairground Equipment		Food/ Drink Concessions inc Mobiles	<input checked="" type="checkbox"/>
Balloon Launch		Filming/Broadcasting	
Motor Vehicles		Supply of Alcohol *	
Inflatables (eg Bouncy Castle)		Performance of live music or playing of recorded music *	<input checked="" type="checkbox"/>
Portable Staging	<input checked="" type="checkbox"/>	Performance of dance or a play *	<input checked="" type="checkbox"/>
<p>* A licence is required if there is :</p> <ul style="list-style-type: none"> • a supply of alcohol • performance or playing of live or recorded music, • performance of dance • performance of a play. <p>Contact the Licensing Section on 020 8489 8232 for further details</p>			

Part 3 Vehicles (Please circle Yes or No)

Will vehicles be on site?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, do you intend for them to remain on site overnight?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate the approximate number of vehicles	3/4	

Part 4 Occupancy Details¹¹¹

Date and time of arrival for setting up:	Date	24/03/2012	Time	2pm
Date and time site vacated after event:	Date	26/03/2012	Time	2pm
Daily event start times:	Mon - Fri		Sat - Sun	12pm
Daily event finish times:	Mon - Fri		Sat - Sun	7:30pm

Part 5 Entrance details (Please circle Yes or No)

(a) Will there be an entrance fee / ticket on the day?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Will you be selling tickets in advance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If the answer to either of the above is yes, please give details of:		
<ul style="list-style-type: none"> • Number of tickets printed (with evidence of ticket numbering) 4999 • Ticket prices £10 • Distribution outlets. Kurdish Community Centre 		
Will you be selling programmes?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, what is the proposed price?	£	

Part 6 Event Category

Is this event a (please tick the appropriate box):			
Charity Event	<input checked="" type="checkbox"/>	Fund Raising Event	
Not For Profit Event	<input checked="" type="checkbox"/>	Community Event	<input checked="" type="checkbox"/>
Friends of Park Group Event		Sporting Event	

Corporate Event		Commercial Event	
Internal LBH Event		Private Event	
For a charity event please provide:			
Name of charity:	Kurdish Community Centre		
Registration number:	1083004		
Will all income go the charity concerned? (Please circle Yes or No)	Yes	No	
If no, please provide details:			
It is a community event not for profit, but if any income generated will go to the above charity organisation.			

Part 7 Attendance details

Your assessment of the number of people expected to attend:	Adults:	4000
<i>NB applications without this part completed cannot be taken forward</i>	Children:	999
How do you intend to control entry? You may refer to entry by programme or tickets above. If none, then please give brief explanation of your control on numbers attending:	Entry by ticket	
It is ticket only event. There will be entry gates controlled by security and barriers all around the event site. No one including staff, guests and performers will be allowed to enter without having ticket.		
Limited number of ticket will be printed. All tickets will be numbered.		

Part 8

Insurance

Event Organisers are required to produce a current policy of Insurance in respect of Public Liability. The limit of indemnity shall be no less than **Two Million Pounds** and the Council reserves the right to require a higher limit if deemed necessary.

Part 9

Additional Requirements

- Produce an *Event Safety Management Plan* and enclose it with your application form. This may be in outline form at this time. Please refer to the Events Guide.

Once the event is approved you will be sent the following for completion and return:

- Indemnity form
- Event Safety Checklist

All event documentation requested must be produced at least 28 days before the event. Failure to comply may result in the Council withdrawing permission for the event.

Part 10

I have enclosed the following:	Yes	To Follow
Completed Application Form	X	
Signed Terms and Conditions	X	
Outline Event Safety Management Plan	X	
Public Liability Insurance for Event Organiser	X	

Please send completed documents to:
RECREATION SERVICES
FIRST FLOOR
40 CUMBERLAND ROAD
LONDON
N22 7SG

EMAIL: parks@haringey.gov.uk

TEL: 020 8489 1000
FAX: 020 8489 5977

If permission is granted for the event, I hereby agree to comply with the conditions set out in this form and any terms and conditions and all reasonable instructions given by all authorised Council Officers.

Name:(PRINT IN BLOCK CAPITALS) _____ ARZU PESMEN _____

Signed: _____

Position: _____ CHAIRPERSON _____

Date: _____ 23/01/2012 _____

If your event is approved you can publicise it on the Council website for FREE, please visit our 'What's On' listings section at www.haringey.gov.uk and download an application form.

This action does not imply that the booking will be confirmed