



Southend Air Festival 2012

Saturday 26th & Sunday 27th May 2012

Ground Entertainment Application Form

PLEASE COMPLETE ONE FORM PER ATTRACTION

FOR OFFICE USE ONLY:

Site Ref. No.

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DOCUMENTATION REC'D

- a) Insurance
- b) Photographs
- d) Site Plan
- e) Generator/Power

SECTION ONE Applicant Details

1.1	Full Name of Company:	
1.2	Contact Name:	
1.3	Address:	
1.4	Telephone Number:	Work: Home: Mobile: Fax: E-Mail: Website:
1.5	Name of person who would be responsible for your site at the event:	
1.6	Contact Details (if different from above):	
1.7	Name & Address of your Insurance Company:	

1.8	Public Liability Insurance Policy Number:	
1.9	Level of Public Liability Insurance Cover (minimum £5m):	
1.10	Expiry date of Policy:	

SECTION TWO Site Details

PLEASE NOTE: Space will be charged at a rate of £100 per metre (length) i.e. frontage

2.1	<p>Size of site required:</p> <p>Please ensure you include <u>ALL</u> parts of your structure/attraction in your measurements, including fixings, blowers, generators, barriers etc. plus space for 1 support vehicle if essential.</p> <p><u>NOTE:-</u> The standard maximum depth of the site is 9m, which is a restriction that will be enforced at the event to allow adequate public access. Any attractions with greater depths, other than those agreed in writing by the Event Organiser prior to the event, <u>will not</u> be permitted to trade.</p>	<p>metres (frontage)</p> <p>metres (depth)</p> <p><u>Standard maximum depth 9 metres</u> (although it may be possible to accommodate attractions that require a greater depth. <u>Consideration</u> will be given to requests over 9m on application.)</p>
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NOTE:-

A queuing/viewing area of up to 3m **may** be available along the south carriageway (subject to orientation of attraction) space and site safety permitting. If your attraction can be sited with the entrance/exit in an east - west orientation, more space may be available for queuing (please ensure you incorporate this within your site area on the attached plan – see page 4). This **MUST** be agreed with the Air Festival organiser prior to the event. No changes can be made to the site on event days.

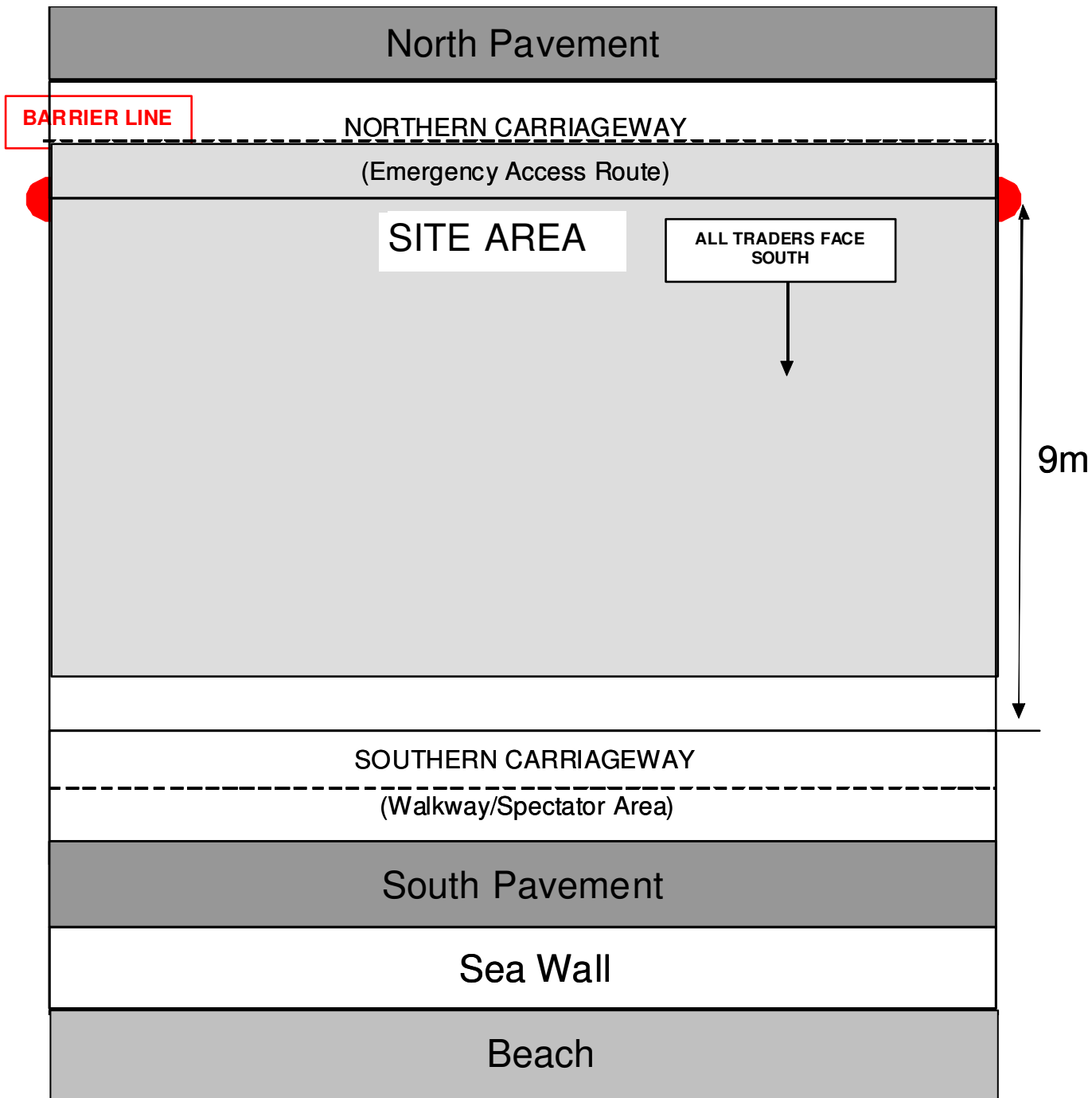
Entrances should be as far distant as possible from exits to assist in reducing congestion and both must be clearly shown on the site plan.

2.2	<p>Maximum height of any structure being erected:</p> <p><u>NOTE:-</u> For structures that have a height greater than 8m, the PA cable may need to be re-routed. If this is necessary a charge will be incurred.</p>	metres (height)
2.3	<p>Description of attraction: (Please provide as much detail as possible).</p>	
2.4	<p>Time needed to erect structure and fit out:</p> <p><u>NOTE:-</u> Trader booking commences 4 hours prior to the event.</p> <p>No setting up will be permitted prior to this.</p>	
2.5	<p>Time needed to dismantle and vacate site:</p>	
2.6	<p>Preferred location if you have attended before:</p> <p><u>NOTE:-</u> We will endeavor to accommodate your requirements but <u>no guarantee</u> can be given and we cannot promise to locate your unit as we have done in previous years.</p>	

2.7 Proposed layout of area required (including your support vehicle, structure, generators, blowers, queuing areas and entrances/exits).

Please provide a sketch of your proposed layout for your required area on the plan below within the shaded 'site area' - to face the southern carriageway.

Please include dimensions in **METRES** (refer to conversion sheet attached).



2.8	Length of time of each Ride/Session:	
2.9	Max no. of persons per Ride/Session:	
2.10	Cost of Ride/Session per person:	
2.11	Can ride/attraction be based on concrete?	YES <input type="checkbox"/> NO <input type="checkbox"/>
2.12	Can ride/attraction be based on the beach? (sand/shingle)	YES <input type="checkbox"/> NO <input type="checkbox"/>
2.13	How do you intend to secure your ride/ attraction? (i.e. weights or pinning):	

NOTE:-

The Festival takes place on the public highway under which there is a major gas main and various high voltage electricity supplies. Therefore, if your operation involves the use of a unit i.e. a marquee or is a ground attraction such as a giant inflatable, which needs to be pinned you will need to get permission from the Council prior to the event. No pin greater than 300mm in length and 25mm in width can be used without the specific authority from the Council. A fixed fee of £20.00 per hole will be charged for highway re-instatement. The Council reserve the right to impose an additional charge for holes greater than 25mm.

<u>SECTION THREE</u> Electrical Power Details

Please note power connections will not be available at the Southend Air Festival. It is therefore recommended that you bring your own generator (diesel only allowed).

3.1	Will you be bringing a silent diesel generator to the site for your power? (Silent diesel generators <u>only</u> , petrol generators are not permitted)	YES <input type="checkbox"/> NO <input type="checkbox"/>
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NOTE:-

Please ensure you have enclosed the following documentation with your application, as failure to do so may result in your application being delayed or refused:

Check List

- a) Proof of your current Public Liability Insurance Certificate (minimum £5million cover)
- b) Photograph of your attraction
- c) Plan of your proposed site layout

Please return completed form together with any supporting documentation to the following address:

James Holmes
Southend Air Festival,
Southend-on-Sea Borough Council,
Tourism & Events Team
Civic Centre, Victoria Avenue
Southend on Sea,
Essex SS2 6ER

	Signed:	
	Name:	
	Date:	