



**APPLICATION FORM FOR EVENT MANAGEMENT PERMIT
RECREATION & AMENITY**

1. Name of Applicant: _____

2. Contact Address: _____

Tel No. : _____ Fax No.: _____ Email: _____

3. Organisation Name: _____

4. Type of Organisation: Charity: Commercial :
(Please tick appropriate box) Other : _____
(if other please specify)

5. Type of Event:- Fundraiser Sport Family Fun Day Arts & Culture Other
(if other please specify): _____

6. Brief Description of event activities proposed to be held:

7. Proposed Plant & Equipment: Tent/Structure Vehicle(s) Sport Equipment Other
_____ (if other please specify)

8. Proposed Event Location: _____

9. (a) Proposed Date of Event: _____

(b) Proposed time event is due to commence and conclude: _____

10. Special Requirements:- Parking Access (keys) Services (ESB, Water)
Galway City Council representative required on site :- Yes No

11. Will the event require the services of a contractor(s) or sub-contractor(s):- Yes No

12. Please specify personnel on site:- Employer (Event Organiser/Controller)
Employees Volunteers Other _____ (if other, please specify).

Applicants Signature: _____

Date: _____

Check list for Document to be accompanied with the above Event Application:

- Public Liability Insurance
- Employers Liability Insurance
- Method Statement
 - Programme of Event Management
 - Safety Statement
 - Risk Assessments
 - Traffic and Pedestrian Management Plan

Please note all Terms & Conditions before submitting application. Prior to permission being granted Galway City Council must be satisfied that all relevant Terms & Conditions have been met by the Applicant.

**TERMS AND CONDITIONS OF EVENT MANAGEMENT PERMIT
RECREATION & AMENITY**

1. You must complete application form at least 4 weeks prior to event date.
2. Your organisation may have to comply with some or all of the following conditions.

1. **Insurance**

- a) Your organisation must have Public Liability Insurance (6.5million Euro) to include a specific indemnity in the name of **Galway City Council**.
- b) If you are employing any person(s) to accommodate event you must have Employers Liability Insurance (13.0million Euro) to include a specific indemnity in the name of **Galway City Council**. (In both Conditions No. 1 & 2, policy must include Irish Law Jurisdiction clause and include Irish Territorial limits.)

2. **Liability (Bond/Deposit)**

- a) Your organisation must undertake to keep Galway City Council, indemnified against any writ, claim, proceedings, damages, expenses, arising from the permit.
- b) A **Bond/Deposit** will be required to be Paid 14 days in advance. (Please see scale of charges).
- c) Your organisation must undertake to accept liability for re-instatement costs in the event of damage, over and above the Bond/Deposit figure.

3. **Risk Assessment/Fire Safety**

- a) Some events will require the supply of an organisational Method Statement and Risk Assessment.
- b) Your organisation must undertake to comply with the fire precautions of the Chief Fire Officer in relation to tents used as Places of Public Resort.

4. **Rental Site Fee**

- a) The rental site fee (see charges) must be paid 14 days in advance of proposed event.

5. **Signs/Posters**

- a) No advertising bills/notices to be posted on Electricity or Telegraph pole, traffic sign or pole, bridge or pillar box, perimeter walls or fences, within the Galway City Council area.
- b) All temporary directional signs must be agreed with City Council Engineers (Parks), as to type, method of fixing and location, they must be removed within 7 days from date of final performance.

6. **Parking/Litter Control/Liasing with Galway City Council Departments**

3. You must liaise with the Parks Department Area Supervisor, in relation to on-site activity, complying with any limitations stated thereon, at least 7 days in advance.
4. You must contact this office a minimum of 24 hours prior to you taking up occupation of the site, so as to advise of your time of arrival and liaise with the City Council Engineer in charge of Parks and Community Warden Service Supervisor (091- 536-517). You must further confirm that the event is to be located on the site, as specified by the Area Supervisor, having been agreed with the Parks Engineer.
5. Arrangement for vehicle parking, is to be agreed with City Council Engineer (Parks) (091 536551)
6. **The organisers must comply with the terms and conditions as drafted under Galway City Council Litter Pollution (Distribution of Advertising Material Bye-laws, 2003) proposed under the Litter Pollution Act 1997. (See Appendix 1)**

It is advisable that you confer with the Environment Department for appropriate advice

**LOCATION AND SCALE OF CHARGES OPEN SPACE PERMIT
RECREATION & AMENITY**

City Centre	West Side	East Side
Eyre Square (commercial, sampling and product distribution is prohibited at Eyre Square) Spanish Arch South Park (Water Meter) Fr. Burke Park The Plots Woodquay Claddagh Basin Millennium Children's Park Woodquay Park Terryland Forest Park Toft Park	Salthill Cappagh Park Westside Football Pitch Silverstrand Blackrock Cappagh Fields	Mervue Pitch Castlepark Green Area

(Please note that this list is not extensive and other parks/beaches/public space may apply)

BOND DEPOSITS CHARGES/SITE RENTAL FEES

Bond Deposit Charges	
Where tent/structure is used in a Park	€10,000
Where a truck or other vehicles may be used	€5,000
Where no equipment is used	€1,000

Site Rental Fees (excluding Eyre Square Plaza)	
1-2 day's (or part thereof)	€325 per day
3 rd day onwards (or part thereof)	€225 per day
Eyre Square Plaza (launches, promotions, ad-hoc commercial activity are not permitted)	
Per day (or part thereof)	€325

APPENDIX NO. 1

GALWAY CITY COUNCIL

COMHAIRLE CATHRACH NA GAILLIMHE

**LITTER POLLUTION (DISTRIBUTION OF ADVERTISING MATERIAL
BYE-LAWS, 2003)**

PROPOSED UNDER

THE LITTER POLLUTION ACT, 1997.

**LITTER POLLUTION (DISTRIBUTION OF ADVERTISING MATERIAL
BYE-LAWS, 2003)**

The Official Seal of Galway City Council was affixed hereto in the presence of:

Nominated Signatory

Date _____ day of _____ 20 _____

1. In these Bye-Laws except where expressly stated to the contrary the following words have the meanings hereby respectively assigned to them, that is to say:

“Advertising Material” means material relating to a product or event, which material is intended for distribution to the public, but excluding material specified in Section 21 (2) (b) of the Litter Pollution Act, 1997.

“the Council” means the Mayor Alderman and Burgesses of the County Borough of Galway.

“Authorised Officer” means an officer of the City Council or other person appointed by the City Council for the purposes of the Litter Pollution Act, 1997.

2. “The distribution of advertising material to the public for commercial purposes within the administrative area of the Council is hereby prohibited”.
3. In accordance with Section 41 of the Local Government Act, 1994, where an alleged contravention of bye-law No. 2 has occurred, an authorised officer may, as an alternative to a prosecution for the contravention, serve on the alleged offender a fixed penalty notice, specifying a fixed payment in the sum of €200. Where such payment has been made to the Council within 21 days of the date of the notice, no prosecution shall be taken in respect of the alleged contravention of the bye-law.

Regulation of distribution of advertising material.

21.—(1) A local authority may, where it deems it necessary for the purpose of preventing the creation of litter, by bye-law prohibit or regulate the distribution to the public of advertising material or specified categories of advertising material.

(2) A bye-law under *subsection (1)* shall not apply to—

(a) the distribution of advertising material by means of a direct delivery to a place having an address, or

(b) the distribution of advertising material relating to a presidential election within the meaning of the Presidential Elections Act, 1993, a general election or a bye-election, within the meaning, in each case, of the Electoral Act, 1992, a local election within the meaning of the Local Government Act, 1994, a referendum, within the meaning of the Referendum Act, 1994, or an election of representatives to the Assembly of the European Communities.

(3) A bye-law under *subsection (1)* shall be made in accordance with, and shall be construed for the purposes of its enforcement as if it were made under, Part VII of the Local Government Act, 1994.