



**ELGIN CENTRE
USE OF PLAINSTONES**

APPLICATION FORM

**The Moray Council
Council Office
High Street
Elgin
IV30 1BX**

**Telephone: 01343 543451
Fax: 01343 540183**

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1. Applicant
 - a) Full Name
 - b) Date of Birth
 - c) Address
 - d) Telephone No.

 2. Type of Event
 3. Date of Event
 4. Name of Persons/Group etc. for whom the event is being held
 5. Extent of event including overall set-up, with times and details of access/egress before, during and after the event
 6. Will there be any catering etc.?
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 7. Will there be any machinery, vehicles or animals involved in the event?
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 8. Will there be any potentially dangerous activities involved in the event?
.....
 9. Approximately how many people will be part of the organised event ?
.....
 10. Will there be public participation in any aspect of the event? Please give details.
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 11. Names of any person, group or charity who may benefit financially from the event
.....
 12. Have you enclosed a copy of a valid certificate of insurance indemnifying The Moray Council of any liability? A copy must be made available before date of event
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 13. Has the applicant or group
 - a) previously organised a similar event?
 - b) been refused permission to hold a similar event?
 - c) (or any group member) been convicted of a crime or offence? (If so, subject to the provisions of the Rehabilitation of Offenders Act 1974, details should be given)

Signature of applicant: Date:

Permission for Public Charitable Collections, Processions or Commercial Licenses associated with the event must be applied for separately.