King's Quarter — King's Square

Unified Event Application & Assistance Request Form

Please complete and submit this form at least 14 working days prior to your event for approval and coordination. This unified application covers both the core event application details and King's Square operational assistance. **Please note, certain licenses will require a 28-day processing period with the local authority.**

1. Contact Details

Name of organisation		
Address		
Name of main contact		
Email	Phone no.	Alternative phone no.
On-the-day contact (if different)		
On-the-day contact email	On-the-day mobile	
Finance email (for invoicing)		

2. Event Details

Name of event:			
Proposed location: King's Square (within King's Quarter)			
Purpose of event: Charity (local/national) ☐ Not-for-profit ☐ Commercial ☐ Student ☐			
Have you held this event before? Yes ☐ No ☐			
Event proposed start date(s)		Proposed finish date(s)	
Event proposed start time(s)		Proposed finish time(s)	
Site set-up / clean-up start date		Finish date	
Site set-up / clean-up start time		Finish time	

3. Description of Activities & Licences

Describe all activities, stalls, structures, performances, etc. Attach a Programme if easier.

Do you have a site plan? Yes ☐ No ☐ (Important if using marquees, stages, parking areas, etc.)

If yes, please provide this with your application.

Will there be any of the following that may require a further licence or permit?

If yes, please give further details. Under the Licensing Act (2003), you may need an additional licence such as a Temporary Event Notice (TEN) or Premises licence, arranged through Gloucester City Council.

Live music		Fairground/circus		Road closures	
Recorded music		Animals		Street collections	
Dancing		Fireworks and/or lasers		Street trading	
Performance of plays		Food and/or drink		Films	
Alcohol					

4. Site Services & Sustainability

Waste management plan (recycling, food, general waste, plastics, paper):

Please advise what waste will be produced and how you will remove it from site:

Do you require power? Yes ☐ No ☐ If yes, provide details:

Do you require water? Yes ☐ No ☐ If yes, provide details:

Will you provide temporary toilets in addition to public toilets? Yes ☐ No ☐ Details:

Will you require vehicle access? Yes ☐ No ☐ If yes, provide details:

Will the event be ticketed? Yes ☐ No ☐ If yes, how many tickets?

Will the event be accessible and open to all? Yes ☐ No ☐

5. King's Square Operational Assistance

Note: King's Quarter staff are not dedicated event staff. You must plan appropriate staffing for your event.

Operational Considerations for event planning:

Bollard assistance for vehicular access required? Yes ☐ No ☐

Vehicles requiring access (registration, make, model, colour):

Access to power points required? If yes, which locations? (Circle on map)

Access to water points required? If yes, which locations? (Circle on map)

Event management team details — have you considered event security? (Quote available if required)

Toilet accessibility plan — King's Walk has limited coin-operated public toilets. Large events should arrange additional facilities.

Waste plan — you are expected to remove all waste from site during and after the event.

Medical/first aid plan:

Adverse weather / contingency plan:

Deliveries expected outside of listed event times? If yes, when? (Note: King's Quarter accepts no liability).

Marketing Plan (note: King’s Quarter is happy to offer complimentary marketing support with all activations)

6. Public Enquiries

If members of the public enquire about this event, where should we direct them and what contact details should we provide?

7. Terms & Conditions of Use

By submitting this application, you agree to comply with all applicable regulations and to provide suitable risk assessments and public liability insurance (minimum £5 million, or higher if requested depending on risk). Sites must be left clean and tidy. You are responsible for the cost of any damage caused. King's Quarter reserves the right to revoke permission if conditions render the event impracticable or inadvisable (including maintenance, safety issues, industrial action, government guidance, or other circumstances outside control).

Organisers must have plans and procedures for: event communications; security and stewarding; crowd management; emergencies; fire; first aid; lost children and vulnerable adults; transport and parking; toilets and drinking water; food safety; waste and recycling; environmental impact; disability compliance; and equal opportunities.

8. Declarations & Sign-off

By returning this form, I confirm that I have read and accept the terms and conditions above. I confirm the information provided is correct and I apply for permission to hold the event described. I understand documentation will be reviewed before approval is granted.

Signed Date

Name (block capitals)

Role at event

King's Square Operational Information Page

Water Supply

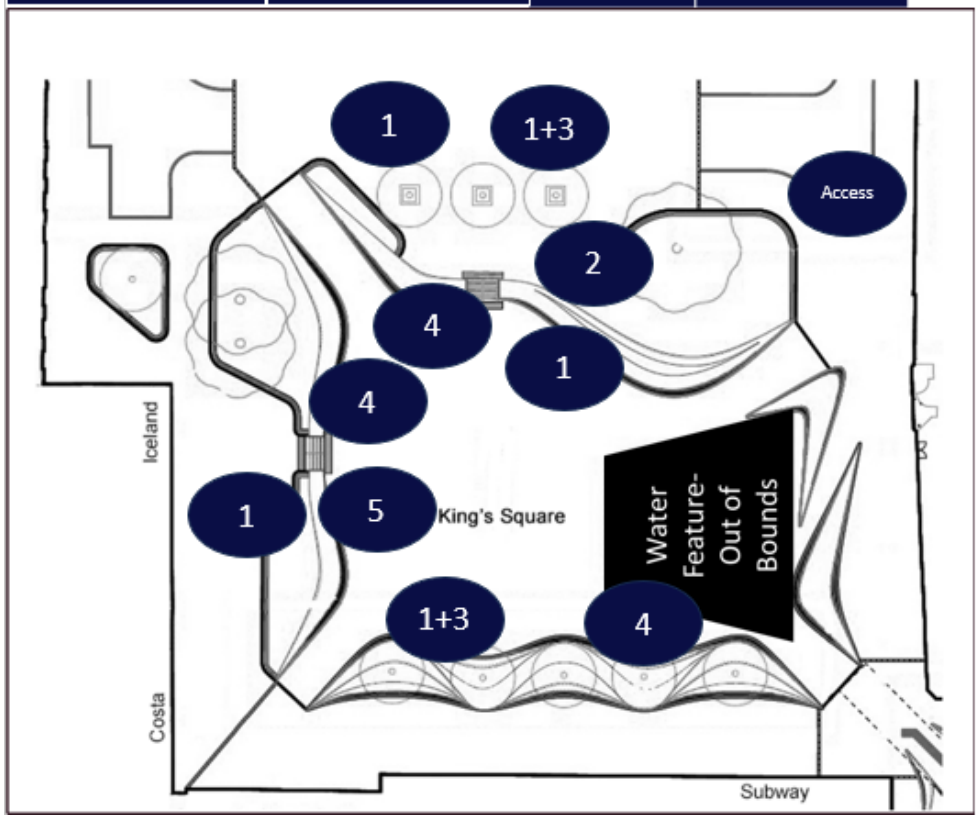
6x 16A 3P Socket Outlet

1x 125A 5P Socket Outlet

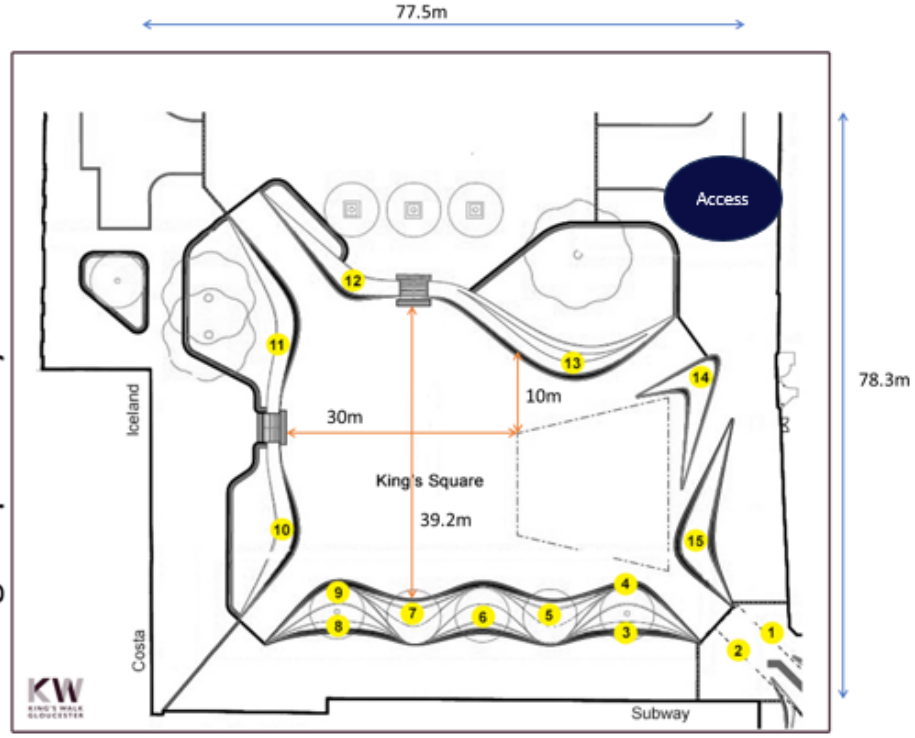
2x 13A 3P Socket Outlet

Number	Meaning
1	6x 16A 3P Socket Outlet
2	2x 63A 5P Socket Outlet
3	In Ground Power with Water Connection
4	2x 13A 3P Socket Outlet
5	1x 125A 5P Socket Outlet

- Please note that access to the space can be gained through bollards situated on St Aldate's Street as shown below. Bollards can be raised/ lowered by Security as advised by your application times.
- Please note that access to the utility points can also be granted by site security in-line with your application request.
- Vehicles are not to drive over the water feature boundary line as this will cause damage that will be charged back to the event operator.
- For any further site-specific requests, please contact the site Management Team on info@thekingsquarter.co.uk



King's Square Key Dimensions



Key: Blue = Total KS Area Orange = Core Event Space