

# Laois County Council

## Use of Public Parks Checklist

### For commercial activities & events up to 50 people

Please submit the completed application form to the Parks and Landscape Officer at  
[parks@laoiscoco.ie](mailto:parks@laoiscoco.ie)

For events and activities greater than 50 people please submit a "Checklist Event on Public  
 Road or Use of Open Space" to Roads Section at  
[roadsadmin@laoiscoco.ie](mailto:roadsadmin@laoiscoco.ie) and copy [parks@laoiscoco.ie](mailto:parks@laoiscoco.ie)

Name of Organisation that is taking responsibility for all events and activities	
Address of Applicant:	
Applicant Contact Details:	
Proposed date(s) of Event (application for the use of a public space must be made to Laois County Council a minimum of 4 weeks prior to the event.	
Main day to day activities or purpose of the organisation making the application?	
What is the status of the organisation? (e.g. State Agency, Limited Company, Voluntary Committee etc) – <b>Please enclose copy of constitution, Memorandum &amp; Articles of Association, Committee etc</b>	
Location of proposed event/activity <b>Please enclose location map indicating public area(s) where events or activities are proposed).</b>	
Brief summary of proposed activities for the event – e.g. Street Entertainment, Street Festival, Artistic/Cultural Event, Charity/Community Event, Promotional Activity <b>(please attach draft Event Programme)</b>	
Name and address of Organiser's Insurance Company/Broker	
Insurance Policy No. <b>(please enclose copy of policy)</b>	
Does the event organiser have public liability cover in any one incident <b>(minimum level acceptable €6.5m). Insufficient cover may result in Laois County Council refusing the application.</b>	
Confirmation that there is one specific Insurance Policy extended to cover all	

activities and equipment for the duration of the event	
Indemnity to Laois County Council stated on the Policy.	
Insurance Policy has been approved by IPB	
Date of expiry of insurance policy	
Has a risk assessment of the venue been carried out by a competent person? <i>If 'yes' please submit copy and name, address and qualifications of Assessor</i>	Yes/No
Draft Event Management & Safety Plan for the event submitted – <ul style="list-style-type: none"> <li>• <i>Risk Assessment of events</i></li> <li>• <i>Noise and/or loud music</i></li> <li>• Please give details of type and size of equipment to be used at event and enclose specifications and certifications if relevant (<b><i>please mark proposed locations on a map</i></b>)</li> <li>• <i>Litter Management and Clean Up reinstatement Plan</i></li> <li>• <i>First Aid Plan</i></li> <li>• <i>Fire Safety and Equipment</i></li> <li>• Confirm power and heat sources and locations – Note Petrol powered systems not allowed. <ul style="list-style-type: none"> <li>• <i>Confirm re-fuelling procedures</i></li> <li>• Child Protection Policy and Procedures in place</li> </ul> </li> </ul>	
Please outline details of the Organiser's Child Protection Policy and procedures for vetting of artists, performers, volunteers etc that may come into direct contact with children during the event.	
Are there activities that give rise to higher than normal noise levels	