

Laois County Council

Use of Public Parks Checklist

School & community group activities & events up to 50 people

Please submit the completed application form to
Parks and Landscape Officer at parks@laoiscoco.ie

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| 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 2 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? | |
| Location of proposed event/activity <u>Please enclose location map indicating public area(s) where events or activities are proposed).</u> | |
| Brief summary of proposed activities for the event | |
| <p><i>Risk Assessment</i></p> <ul style="list-style-type: none"> • <i>Noise and/or loud music</i> • Please give details of type and size of equipment to be used at event • <i>Litter Management</i> • <i>First Aid Plan</i> • <i>Fire Safety and Equipment</i> • Confirm power and heat sources and locations • Child Protection Policy and Procedures in place • <i>Other risks?</i> | |
| Are there activities that give rise to higher than normal noise levels | |