Request to Hold an Event at Liverpool ONE

Please complete the details contained within this form if you wish to hold an event at Liverpool ONE. If some fields are not applicable please indicate N/A.

Event applications must be made at least 6 weeks in advance of the event and H&S documents and promotional details must be received at least 4 weeks in advance. Failure to provide the required information by the requested dates may result in the event being cancelled. Please contact us if your event falls before these dates.

Please see page 4 for details of health and safety requirements.

We will endeavour to reply to your request within 1 week of receipt.

**Company / Organisation Details**

|  |  |
| --- | --- |
| **Company / Organisation** |  |
| **Brief background on company / organisation** |  |
| **Organiser’s Name** |  |
| **Telephone** |  |
| **Email** |  |
| **Mobile Number** |  |

**Event Details**

|  |  |
| --- | --- |
| **Event Title** |  |
| **Preferred Date(s)** |  |
| **Times** |  |
| **Preferred Location** |  |
| **Description of Event**  Please include photos of similar events you have previously organised. |  |
| **Number of participants not including general public**  (e.g. dance performance – number of dancers) |  |
| **Please give details of any structures you wish to bring**  (e.g. marquee)  Please include an image of the structure(s) with your application. |  |
| **Please list any equipment you wish to bring**  (e.g. chairs, PA system, signs)  Only equipment specifically suitable for outdoor event use is permitted, such as promotional stands and outdoor banners.  No roller/pop up banners. No folding display tables without any other equipment. |  |
| **Please give details of any power requirements.**  Please state amps required and plug type. |  |
| **Do you need vehicle access?**  Vehicles may only access site between 21:00 – 08:00.  No free parking is available. |  |
| **Please give details of any promotional / contra opportunities for Liverpool ONE in hosting this event**  (e.g. a free advert in your brochure or inclusion on your website/social media) |  |

**Health and Safety Documents**

Depending on the scale and type of event, the following health and safety documents will be required. A list of what you need to provide will be issued with initial approval of the event. The documents must be received by an agreed date set by Liverpool ONE. The event cannot take place without the necessary documentation.

**General H&S Documents required:**

* Public Liability Insurance
* Risk assessment

**If power is needed we also require:**

* Proof of Portable Appliance Testing (PAT)
* Application for a work permit

**If a structure is to be erected we require:**

* Application for a work permit
* Structural specifications including wind loading
* Risk assessment for construction
* Method statement for construction
* Completion Certificate

**If you are serving/sampling food we require:**

* Food Hygiene Certificate
* Risk assessment for food preparation/service

**If children who are members of the public are participating in the event:**

* Proof of clear Disclosure and Barring Service (DBS) checks

**If you wish to collect for charity you must apply for prior permission from Liverpool ONE by emailing** [**info@liverpool-one.com**](mailto:info@liverpool-one.com)

**To submit your Event Request form or ask questions, please contact** [**info@liverpool-one.com**](mailto:info@liverpool-one.com)