

Replies should be emailed to: events@nmandd.org

Request for Logistical Support for Community Festivals and Events

Name of community group/association: _____

Name of event: _____

Address of event: _____

Date of event: _____

Date equipment is required: _____

Contact Telephone number/s and email address:

Name and mobile number of contact person who will be available to sign for the delivery and collection of equipment:

Type of Equipment required:					
Tables:	Chairs:	Barriers:	Marquees:	Gazebos:	Other:
Is your event being held on Council Property		If Yes		If No	
Yes/No		Request to use Council Land Form will be forwarded to group		Group to confirm that adequate levels of Public Liability Insurance cover is in place for hire of equipment	
Does your event require any other Council Services ie Street Cleansing / Bins / Additional opening hours of Public Conveniences / Street Trading or Entertainments Licence		If Yes, please specify			
Yes/No					

Please note this is only a request form. Confirmation of the amount of support available from the Council will be emailed to the contact person listed above. Due to a high volume of requests received applications will be dealt on a first come first served basis.