



## Hire of Gunnersbury Park Application Form

### **Introduction:**

This form should be completed by anyone seeking permission to hire an outdoor space within Gunnersbury Park in order to hold an event.

This form is not used to hire any inside spaces at the Museum, Orangery or Small Mansion. If you wish to hire one of these spaces, you can visit: [www.ealingvenues.co.uk](http://www.ealingvenues.co.uk) or email: [venuehire@ealing.gov.uk](mailto:venuehire@ealing.gov.uk).

Gunnersbury Estate 2026 CIC and The Event Umbrella considers an activity in a park or open space to be an EVENT if the organiser, the organiser's associates or those invited by the organiser and his/her associates plan to carry out one of the following activities:

- Bring infrastructure into the park including (but not limited to) tables, chairs and gazebos.
- Licensable activities, including (but not limited to) the sale of alcohol, performance of music, theatre or screening a movie.
- Invite 50 people or more to attend as participants or spectators of the activity.
- Promote a product, organisation or business.
- Restrict access to an area within the park or open space.
- Attempt to raise funds or generate profit from the activity.

If your proposed activity matches the criteria outlined above you will need to complete this application form and submit it to the Gunnersbury Park Festivals and Events Team. If you are unsure whether this form is relevant to your proposed activity, you should contact a member of the Festival and Events team for further information:

Email: [GunnersburyPark@theeventumbrella.com](mailto:GunnersburyPark@theeventumbrella.com)

Telephone: 0208 825 6640

### **Instructions on completing this form:**

- Type in your response when field is highlighted by the cursor. The fields will expand as necessary.
- If a particular field is not relevant, move to the next one but try to complete all fields with as much detail as possible.
- You must provide a response to each question, even if those questions are not relevant to your event. For example, if your event does not include certain content, you must state so.
- Supplementary information will be required to support your application. You can input the required information directly into the boxes provided OR use the boxes to clarify where the information can be found i.e. document title/page number, such: "Event Management Plan, Page 14, Paragraph 2."
- Ideally, all supplementary information should be submitted to [GunnersburyPark@theeventumbrella.com](mailto:GunnersburyPark@theeventumbrella.com) at the same time as submitting your application. Where this is not possible you may submit documents at a later date, on the understanding that;
- Failure to complete a required field or supply the required level of supplementary information may result in delays processing your application or your application being terminated (your

application will not be considered complete until all supplementary information has been received).

**Before you apply;** please ensure you have read our associated Hire of Council Owned and Managed Land; 'Terms and Conditions'; 'Supplementary Information Guidance'; and 'Fees and Charges' documents.

## SECTION 1: THE HIRER

### 1.A. Please provide the following information about the Hirer.

The 'Hirer' will have overall responsibility for the safe delivery of the event, unless otherwise defined in writing.

Contact Name:	Click here to enter text.
Position Held:	Click here to enter text.
Organisation:	Click here to enter text.
Address:	Click here to enter text.
Phone (Work):	Click here to enter text.
Phone (Home):	Click here to enter text.
Email Address:	Click here to enter text.

### 1.B. Will the 'Hirer' be the individual or organisation named above? Please specify:

Click here to enter text.

### 1.C. Please indicate which category your organisation falls within:

Local community group (such as 'friends of' or amenity groups:	<input type="checkbox"/>
Hounslow or Ealing based; schools (excluding fee paying schools), places of worship, not for profit (NFP) organisations and charities:	<input type="checkbox"/>
Commercial company:	<input type="checkbox"/>
Other, please provide details:	Click here to enter text.

### 1.D. Roles and responsibilities.

Please use the box below to clarify any key roles/responsibilities (e.g. Event Manager, Event Safety Officer, Senior Person Responsible), or to confirm that you will be providing this in your supplementary information.

Click here to enter text.

### 1.E. Experience.

Please provide details of any relevant experience the hirer has in organising events. Please include examples (name and date) of other recent events you have organised. If you are new to organising events or have not produced an event in one of the Council's parks and open spaces before, please provide the contact details for two referees.

Click here to enter text.

### 1.F. Second contact.

Please provide secondary contact details for queries relating to the event if the 'Hirer' is unavailable.

Contact Name: Click here to enter text.

Position Held: Click here to enter text.

Organisation: Click here to enter text.

Address: Click here to enter text.

Phone (Work): Click here to enter text.

Phone (Home): Click here to enter text.

Email Address: Click here to enter text.

## SECTION 2: REPEAT APPLICATIONS

**2.A. Is this a repeat application for an event that has taken place in Gunnersbury Park within the last two calendar years (by the date of the event)? If the answer is yes, you must provide details including the name and date of the event below:**

Click here to enter text.

**2.B. Have any details of the event changed since your last application?**

Please consider all potential variables, including but not limited to; changes to dates, days and times, scale of event (or elements thereof), site location or layout, infrastructure, event format, proposed activities, expected attendance, organisers, etc.

Click here to enter text.

**2.C. Have any details of the event changed since your last application?**

Please consider all potential variables, including but not limited to; changes to dates, days and times, scale of event (or elements thereof), site location or layout, infrastructure, event format, proposed activities, expected attendance, organisers, etc.

Click here to enter text.

**2.D. Did you experience any issues or problems when delivering your last event?**

Please provide further information, including details of any complaints that were made.

Click here to enter text.

## SECTION 3: ABOUT THE EVENT

**3.A.1 TITLE/OVERVIEW: Event Title.**

This is the title we will use to refer to your event in future correspondence with you and other stakeholders.

Click here to enter text.

### 3.A.2. TITLE/OVERVIEW: Description and Event Overview

Please give a brief description of your proposed event and its purpose (i.e. the type of event you are planning to hold). (Max. 200 words).

[Click here to enter text.](#)

### 3.B.1. ATTENDANCE/ACCESS: Please state your anticipated maximum daily attendance.

If the anticipated maximum daily attendance varies from day-to-day, please clarify this.

[Click here to enter text.](#)

### 3.B.2. ATTENDANCE/ACCESS: Please state your anticipated maximum peak attendance at any one time.

[Click here to enter text.](#)

### 3.B.3. ATTENDANCE/ACCESS: For Running/Walking/Cycling events, please state the maximum number of participants you will allow.

Where the event is made up of more than one element (e.g. a 5k fun run and a half marathon), please split out and provide details accordingly.

[Click here to enter text.](#)

**PLEASE NOTE:** Hire Fees will be based on anticipated attendances at the time of application, not actual attendance on the day. See 'Fees and Charges' sheet for further details. Inspections will occur at events to help ensure the accuracy of information provided.

### 3.B.4. ATTENDANCE/ACCESS: Target audience.

Describe the profile of the expected audience. For example, local, visitors from outside of Borough, specific age groups, members of a club or association etc.

[Click here to enter text.](#)

### 3.B.5. ATTENDANCE/ACCESS: Do you plan to restrict access or charge entry to this event?

If yes, please provide list of ticket prices and, if relevant, where these can be purchased.

[Click here to enter text.](#)

**PLEASE NOTE:** If yes, you will need to supply additional information to describe how access will be managed, under SECTION 5 PART E: SECURITY & CROWD MANAGEMENT

### 3.B.6. ATTENDANCE/ACCESS: Is the event intended to raise money for a charity?

If yes, please provide the name of the charity and a registration number.

[Click here to enter text.](#)

### 3.C. DATES AND TIMES: Please add the relevant information into the following table.

If your event is open for multiple days, please submit an operating schedule, on a separate document, along with your application.

Date you/your suppliers will start to arrive on site:	<a href="#">Click here to enter text.</a>
Working hours between which construction will be taking place	<a href="#">Click here to enter text.</a>
Date the event opens to the public:	<a href="#">Click here to enter text.</a>
Event opening hours:	<a href="#">Click here to enter text.</a>
Final date your event will be open to the public:	<a href="#">Click here to enter text.</a>

Working hours between which the event will be dismantled: [Click here to enter text.](#)

Vacate Site [Click here to enter text.](#)

### 3.D.1 THE SITE: Which area (site) within Gunnersbury Park do you wish to hire?

If your event is “passing through” Gunnersbury Park, for example a running event, you will still need to complete this form.

[Click here to enter text.](#)

### 3.D.2. THE SITE: Does your event utilise any sports pitches within Gunnersbury Park.

If yes, please provide details (for clarification, email: [GunnersburyPark@theeventumbrella.com](mailto:GunnersburyPark@theeventumbrella.com))

[Click here to enter text.](#)

### 3.D.3. THE SITE: Does your event utilise or impact upon the LBH or LBE Highways and Transport network?

If yes, the Hirer understands that they will need to seek permission from the respective Councils. Please note, if you need to close a road or suspend parking bays this could incur a charge. If your event impacts on a ‘red route’ you might also require permission from TfL. The Council Highways and Transport Teams can advise further.

[Click here to enter text.](#)

**PLEASE NOTE:** Where the proposed event requires the consent of landowners other than Gunnersbury Estate 2026 CIC, the hirer understands that they are responsible for gaining landowner consents as required. Additional information/proof of consent should be made available to the Festivals and Events team on request.

## SECTION 4: EVENT CONTENT

### 4.A. LICENSABLE ACTIVITIES

**PLEASE NOTE:** This application is for the hire of Gunnersbury Park. It is **NOT** a licence application for any licensable activities that may be taking place at the event.

Where licensable activities are proposed the Hirer understands that it is their responsibility to apply to LBH Licensing team within the required deadlines, to obtain the necessary licences and consents e.g. for a Premises Licence, Temporary Event Notice or any other licence that might be required.

**Below you will find a list of examples that might require an additional licence (sometimes this will depend on factors such as proposed timings and expected audience):**

- the sale or supply of alcohol.
- the provision of late night refreshment.
- the provision of regulated entertainment (a performance of a play, an exhibition of a film, an indoor sporting event, a boxing or wrestling entertainment, a performance of live music, any playing of recorded music, a performance of dance, entertainment of an adult nature).
- where commercial sales or trading is taking place and the activity is in close proximity to the public highway.

For more information about licensing, please visit the following web page:

**4.B. EVENT ACTIVITIES: Please enter into the following table any relevant details relating to your event's content.**

If content is not finalised at the time of application, please include details of everything that 'might' be present at the event (even if provided by a third-party supplier), to ensure it is considered when processing your application. Additional details may still be required under section 5, or at our request. If you would prefer to supply the following details in a supplementary document, please insert references to this document in the fields below. E.g. document title, relevant section or page number.

Content	Featured Y/N		If Yes, please provide details, type, quantity etc.
Bar:	Y <input type="checkbox"/>	N <input type="checkbox"/>	Click here to enter text. E.g. Will there be alcohol? Will drinks be sold or free of charge?
Catering/Refreshments:	Y <input type="checkbox"/>	N <input type="checkbox"/>	Click here to enter text. E.g. Number and type of stalls or concessions. Will food be sold or given? Will food be cooked onsite /how?
Market Stalls or other Traders:	Y <input type="checkbox"/>	N <input type="checkbox"/>	Click here to enter text. E.g. Number and type of stalls and/or concessions e.g. information giving, commercial, charity. Will stands/gazebos be provided or suppliers own?
Entertainment:	Y <input type="checkbox"/>	N <input type="checkbox"/>	Click here to enter text. E.g. type of entertainment (play, film, sports activities, live or recorded music, dance, circus acts, other) performance times.
Animals:	Y <input type="checkbox"/>	N <input type="checkbox"/>	Click here to enter text. E.g. Provide details of any animals expected onsite and describe the associated activity.
Fireworks or Pyrotechnics:	Y <input type="checkbox"/>	N <input type="checkbox"/>	Click here to enter text. E.g. Display details, timings, location, referral to safety documentation.
Novelty Rides, Funfairs or Inflatables:	Y <input type="checkbox"/>	N <input type="checkbox"/>	Click here to enter text. E.g. Number and type. More information required in Part C.
Other:	Y <input type="checkbox"/>	N <input type="checkbox"/>	Click here to enter text. E.g. Describe any other activities that are taking place.

**4.C. INFRASTRUCTURE & VEHICLES: Please describe the type and quantity of infrastructure proposed to be brought to site.**

If you are not sure at the time of application, please include details of everything that 'might' be present at the event (even if provided by a third-party supplier), to ensure it is considered when processing your application. Additional details may be required under section 5, or at our request. Significant infrastructure should be marked on a site plan. If you would prefer to supply the following details in a supplementary document, please insert references to this document in the fields below. E.g. document title, relevant section or page number.

For larger infrastructure such as circus tents or stages, you might be asked to provide full specifications (incl. method statements, supplier risk assessments, drawings, structural calculations, relevant certification).

For minor infrastructure such as pop-up gazebos, you will usually only have to provide summary information such as 'up to 10 pop up gazebos for trading stands'

Infrastructure	Present Y/N		If Yes, please provide details, type, quantity etc.
Marquees, tents, gazebos:	Y <input type="checkbox"/>	N <input type="checkbox"/>	Click here to enter text. E.g. Numbers, type, size of small marquees/gazebos. Hirers own or 3rd party suppliers?

Staging:	Y <input type="checkbox"/>	N <input type="checkbox"/>	Click here to enter text. E.g. size, specifications.
Fencing/Barrier:	Y <input type="checkbox"/>	N <input type="checkbox"/>	Click here to enter text. E.g. type (lightweight), length.
Toilets/Sanitary Provision:	Y <input type="checkbox"/>	N <input type="checkbox"/>	Click here to enter text. E.g. numbers, type (cubical, urinals, disabled), owner permissions if offsite. Assurance that the level of provision is adequate in accordance with current guidance.
Novelty Rides, Funfairs or Inflatables:	Y <input type="checkbox"/>	N <input type="checkbox"/>	Click here to enter text. E.g. You must provide a comprehensive list of the number and type of rides/attractions that will be present, incl. supplier details.
Generators, Lighting, Other Electrical:	Y <input type="checkbox"/>	N <input type="checkbox"/>	Click here to enter text. E.g. Details, specifications, power source, installation plan, BS7909 compliance.
Amplification Equipment and PA:	Y <input type="checkbox"/>	N <input type="checkbox"/>	Click here to enter text. E.g. Please provide specifications and locations.
Vehicles:	Y <input type="checkbox"/>	N <input type="checkbox"/>	Click here to enter text. E.g. Number of vehicles that will require access/reasons. Will any remain onsite during the event open? Include build, show open and pull-out periods.
Other:	Y <input type="checkbox"/>	N <input type="checkbox"/>	Click here to enter text. E.g. Describe any other temporary structures or infrastructure you feel may be significant, including any other heavy equipment.

## SECTION 5: SUPPLEMENTARY INFORMATION

Supplementary information will be required to support your application, the level of which will be dependent on your event content. Please use the boxes below to provide your assurances and describe the relevant aspects of your event or refer us to the document where this information can be found (e.g. document title and page number within your Event Management Plan). Please submit all supplementary information to: [GunnorsburyPark@theeventumbrella.com](mailto:GunnorsburyPark@theeventumbrella.com).

**PLEASE NOTE:** We may request additional information after your initial submission. See 'supplementary information guidance' for more information on the type/level of information to include.

### 5.A. SITE PLAN: Please provide a site plan showing the event location within the site.

The site plan should show the proposed event layout including the location of significant infrastructure, clearways and emergency access points. If you wish to submit this as a separate document, please inform a member of the Park Events team.

### 5.B. ROUTE MAP: Where relevant, please provide a route map showing the event start and end point.

This should be sufficiently detailed for us to be able to determine exactly where participants will be travelling (i.e. on road, footpath). Please also include location of any infrastructure on-route (e.g. water stations). It may also be helpful to mark location of medical provision, key marshalling points etc.

### 5.C. SUPPLIER ASSURANCES: Please provide a detailed supplier list below.

If this information is already found elsewhere, please just reference the relevant document title and page. E.g. Supplier Management Plan, Trader Management Plan, Waste Management Plan, Electrical Supplier Details, etc.

[Click here to enter text.](#)

**PLEASE NOTE:** Hirers are responsible for all suppliers that they bring to the event site. This includes contractors, sub-contractors, traders, caterers, artists/performers, infrastructure or other suppliers. This means that it is the hirer's responsibility to communicate the terms and conditions of the hire to their suppliers, check that they hold the relevant qualifications/insurances/safety documentation to carry out the proposed activities, and that they adhere to any regulations put in place by both the land owner and the Hirer.

**5.D VEHICLE MANAGEMENT: Please provide a detailed vehicle management plan below.**

Approval for vehicles to access the site may only be granted if details are provided in Section 4, Part C of this form. Where vehicles are brought to site, the hirer understands that the management of such vehicles is their responsibility. If you would prefer to supply the following details in a supplementary document, please insert references to this document in the fields below. E.g. document title, relevant section or page number.

[Click here to enter text.](#)

**5.E. SECURITY AND CROWD MANAGEMENT: Please provide a detailed security and crowd management plan below.**

Hirers are responsible for managing this aspect of their event and as such, are required to supply information to demonstrate how this will be carried out. The levels of stewards/security required should be risk assessed and will be dependent on the type of event that is being delivered – this could range from a few voluntary stewards to full SIA security provision. Please be aware that some defined roles will require the appropriate levels of training. If you would prefer to supply the following details in a supplementary document, please insert references to this document in the fields below. E.g. document title, relevant section or page number.

[Click here to enter text.](#)

**5.F.1 INFORMATION AND WELFARE: Please provide a detailed information and welfare plan.**

Hirers are responsible for ensuring that the appropriate arrangements are in place with regards to information sharing, and ensuring the welfare of people attending their event. Examples can include: Information and Welfare Policies, Complaints Procedures, Lost Persons Procedures, Child and Vulnerable Adult Protection Policies, Accessibility Compliance, Equal Opportunities Policy. If you would prefer to supply the following details in a supplementary document, please insert references to this document in the fields below. E.g. document title, relevant section or page number.

[Click here to enter text.](#)

**5.F.2 INFORMATION AND WELFARE: Does your event include specifically engaging minors under the age of 18?**

Where yes, please supply copy of your Child Protection Policy and DBS Certification where applicable (please refer to current DBS guidance). Ensure that you specify details of activities, and procedures surrounding those activities, where minors will be attending in the absence of their parents/guardians.

[Click here to enter text.](#)



**5.G. ENVIRONMENTAL CONSIDERATIONS: Please provide information below on how you plan to reduce your event's impact on the environment and how you will reduce this?**

Hirers are responsible for managing this aspect of their event and as such are required to ensure appropriate arrangements are in place. In particular, hirers should consider:

- **Minimising disruption** caused to local residents and the surrounding community
- **Noise Management:** where the proposed activities involve music or amplification, or otherwise have the potential to cause noise disturbance, a noise management plan should be supplied.
- **Waste Management:** The Hirer is responsible for making adequate provision for waste management and removal of litter from the site. The council will not be responsible for removing litter, beyond that which is considered usual (non-event) for the site.
- **Sanitary provision** should meet minimum requirements and this should be demonstrated.

If you would prefer to supply the following details in a supplementary document, please insert references to this document in the fields below. E.g. document title, relevant section or page number.

Click here to enter text.

**5.H. HEALTH AND SAFETY POLICY AND PROCEDURES: Please provide details of your health and safety policies and procedures below.**

The hirer is responsible for ensuring the safe delivery of all aspects of the event, throughout the hire period. This responsibility will include implementing and monitoring safe working practices and ensuring that the event is delivered in line with current safety legislation and expected industry standards. If you would prefer to supply the following details in a supplementary document, please insert references to this document in the fields below. E.g. document title, relevant section or page number.

Click here to enter text.

**PLEASE NOTE:** The Hirer will be named as the responsible person unless someone else has been specified in Section 1.

**5.I. EMERGENCY PROCEDURES: Please provide details of your emergency procedures below.**

Please clarify your emergency arrangements (see Supplementary Information Guidance Notes). If you would prefer to supply the following details in a supplementary document, please insert references to this document in the fields below. E.g. document title, relevant section or page number.

Click here to enter text.

**5.J. RISK ASSESSMENT: Please provide a site-specific risk assessment below.**

Your risk assessment will need to identify potential hazards/risks, and the precautions you will take to minimise their impact. Example areas to consider are included in the Event Management Plan Guidance notes. If you would prefer to supply the following details in a supplementary document, please insert references to this document in the fields below. E.g. document title, relevant section or page number.

Click here to enter text.

**5.K. PROOF OF INSURANCE: Please provide proof of up-to-date public liability insurance cover.**

Your cover will need to be a minimum of £5million. If you would prefer to supply the following details in a supplementary document, please insert references to this document in the fields below. E.g. document title, relevant section or page number.

[Click here to enter text.](#)

#### **5.L. OTHER INFORMATION: Please supply any other information relevant to your application or reference the applicable documents below.**

Please see the supplementary information guidance notes for examples of other areas that should be addressed in your plans, dependant on your event content. If you would prefer to supply the following details in a supplementary document, please insert references to this document in the fields below. E.g. document title, relevant section or page number.

[Click here to enter text.](#)

#### **5.M. ADDITIONAL SERVICE REQUESTS: Would you like to make any additional requests for services provided by Gunnersbury Estate 2026 CIC or The Event Umbrella?**

This could include tree or grass cutting, standpipe access, site access keys? Please provide brief details below, further clarification could be required upon processing your application. Additional charges or security deposits may also be required. Additionally, there is no guarantee that the Council will be able to provide these additional services, they will be considered on a case-by-case basis.

[Click here to enter text.](#)

### **SECTION 6: FEES AND CHARGES**

Please refer to the associated fees and charges document for details of up-to-date rates. The hire fees for your application will be confirmed back to you upon our acceptance of your application.

#### **6.A. Details for invoicing and payment related queries.**

Please supply where different to those provided in Section 1.

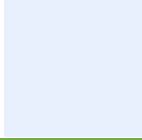
Contact Name:	<a href="#">Click here to enter text.</a>
Position Held:	<a href="#">Click here to enter text.</a>
Organisation:	<a href="#">Click here to enter text.</a>
Invoice in name of:	<input type="checkbox"/> Individual <input type="checkbox"/> Organisation
Address to appear on invoice:	<a href="#">Click here to enter text.</a>
Contact number	<a href="#">Click here to enter text.</a>
Email Address:	<a href="#">Click here to enter text.</a>

### **SECTION 7: SIGNATURE OF AGREEMENT**

By submitting the 'Hire of Gunnersbury Park Application Form' the Hirer agrees to comply with and be bound by the Terms and Conditions and associated documents.

1. I/we have read the 'Hire of Gunnersbury Park Application Form', 'Terms and Conditions', 'Supplementary Information Guidance' and 'Fees and Charges', and agree to comply with and be bound by them, if this application is approved.
2. I/We have the read and understood the highlighted sections contained within this application form and offer our assurances accordingly.

3. I/we confirm that all the information provided is correct at the time of application, and that I/we should contact Park Events in writing should I/we wish to make any amendments at a later date.

Date:	Click here to enter text.
Hirer Name:	Click here to enter text.
Signature: <i>Please insert a digital signature, this can be a scan of, or a photograph of your signature.</i>	
For and on behalf of (Organisation):	Click here to enter text.

Please submit your application by email, to: [GunnersburyPark@theeventumbrella.com](mailto:GunnersburyPark@theeventumbrella.com).