



Event Application Form - EOI

If you would like to submit an event to Merthyr Tydfil County Borough Council, please fill out the form with the details of the event. This will be treated as an expression of interest and will give us an overview of your proposed event. We will use this form to make an assessment of the scale of the event being proposed.

We may share the information you give on the form with the Event Safety Advisory Group (ESAG). This is a group of officers from different council departments, and the Police, Fire and Ambulance services. They may contact you for further clarification or information.

Event Organiser Details

Title	
First Name	
Last Name	
Email Address	
Contact Telephone Number	
Organisation (If Applicable)	

Event Details

Name of Event	
Event Space Requested	
Estimated Number of Attendees	
Dates	

Brief Description of the Event:

Please confirm times for the following aspects of your event from beginning to end:

Event Time	
Access for Set Up	
Access for Breakdown/Clean Up	

Will this event be held on Council owned land or private land?

Council owned ☐ **Private/other** ☐

Will you require a licence for any activity that takes place at your event ie. alcohol, regulated entertainment (music [live or recorded], dance, films, plays, indoor sporting activities), late night refreshment (hot food/drink 23:00 - 05:00)

Yes ☐ **No** ☐

If Yes please give details:

Do you anticipate the need for:

Road closure, Traffic diversion, On street parking restriction, Car park closure

Yes ☐ No ☐

If yes, please state which:

If there are any additional comments you'd like to make about your event, or information you feel would be useful to us when processing your application please use the text box below:

Please tick here if you require further correspondence to be in Welsh ☐