

## **Event Proposal – THE HUB**

Please include the following information about your event separated under the headings below:

- 1. Proposal:** Brief description of event, date, times, maximum participation number
- 2. Event management plan:**
  - Timed schedule – set up/break down of event
  - Marshalls/stewards/security plans
  - Litter management plan
  - Named responsible officer & crew details including mobile number
- 3. List of onsite infrastructure:** Any marquee's, banners, start/finish line structure etc
- 4. Risk Assessment:** Including the event date
- 5. Public Liability Copy:** Covering the event date
- 6. Licence** – to be completed by The Royal Parks
- 7. Any Advertising/publicity/merchandising:**
- 8. Catering:** if applicable
- 9. Toilets:** pls note that Events over 600 in number may be required to provide additional toilet provisions
- 10. First Aid provision**