

UMM AL EMARAT PARK
EVENT APPLICATION FORM

This form should be completed and sent to info@ummalemaratpark.ae
All documents/ permits in the checklist on page 6 and in this document need to be provided.

1) Event Details:

Name of event		
Date of event		
Time of event	FROM	TO
Name of venue(s) requested for the event		
Name of organizer/ company/ group/ organization		
Contact person		
Address (P.O. Box, City ..etc.)		
Mobile		
Email		
Event description (purpose of event, what is it celebrating, target audience, etc.)		
Expected number of attendees		
Set up date & number of hours	START:	END:
Dismantle date & number of hours	START:	END:

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Is food being served on site?
<input type="checkbox"/> NO
<input type="checkbox"/> YES (Please submit the Abu Dhabi Food Control Authority Certificate)

Will you have food vendors on site?
<input type="checkbox"/> NO
<input type="checkbox"/> YES (Please submit the Department of Economic Development Permit, and Abu Dhabi Food Control Authority Certificate)

2) Infrastructure:

What infrastructure will you have at your event? Please give details of size and numbers

Marquees or temporary structures

Size	Quantity	Method of securing marquee
		<input type="checkbox"/> Pegged
		<input type="checkbox"/> Weighted
		Others

Stage

Size	Height	Quantity

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Lighting

Lighting. Please describe what and where lighting will be used.

Amplified sound equipment (e.g.: PA system). Please describe what this will be used for.

Please provide details of any other infrastructure you will bring on site.

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3) Vehicles on site

Please provide details of the vehicles at the event site and why they are required.

Type of vehicle	Plate Number	Times on Site	Height & Weight	Purpose

Please indicate on your site map where vehicles will travel on the event site.

4) First Aid/ Ambulatory set-up

Please outline the first aid/ambulatory set-up arrangements for your event

5) Security

Please outline the security arrangements for your event. (Note: depending on the nature and the level of risk at your event, the provision of security could potentially be a requirement accompanying your event permit)

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Terms and Conditions of Community-Presented Festival and Event Permit

1. The park reserves the right to refuse an Event Permit in its absolute discretion.
2. A risk management plan must be submitted no less than one week before the event.
3. Park officers will assess the risk of the event and set conditions of the permit accordingly, including the amount of bond payable.
4. All relevant fees and bonds must be paid before the park issues an Event Permit.
5. The park may request an event organizer to provide two referees that are able to verify the application.
6. Park officers will conduct an audit of the safety and permit conditions during the event at their discretion.
7. Event organizers must cooperate with the park operator's officers and give them access to the event site for the purpose of conducting an audit of the safety and permit conditions.
8. Event organizers must comply with any lawful direction given by park operator officers during the event
9. The park reserves the right to demand the cessation of event activities if they are deemed to be a risk to public safety. This is in the absolute discretion of the Park Operator Officer conducting the audit of the safety and permit conditions.
10. Park reserves the right to require an experienced and reputable security company to be engaged to provide security services as a condition of the Permit. The event organizers will be responsible for all costs associated with the provision of security services.
11. Park operating hours are from 8:00AM till 12:00AM Park tickets are only sold until 11:00PM.

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Site or Venue Maps

The map must identify the location of:

- All infrastructure on site, including stalls, food vendors, stages, rides etc
- Car parking facilities on site
- Any electrical source and where electrical leads will run
- Water access points
- Fire hydrants/extinguishers
- Toilets
- Vehicles route on site

Checklist

Please check that you have completed all the questions on this application form and that you have attached the following: (tick the boxes for all attachments enclosed).

- Method Statement
- Risk Assessment (including Covid-19 precautions and crowd control)
- Copy of Public Liability Insurance Certificate
- Mobilization, Demobilization & Event Schedule
- Department of Culture & Tourism permit
- All Associated work permits
- Event Layout
- List of items, equipment, tools, and materials, with valid test certificates as required
- License and competency certificates for equipment/ vehicle operator
- Emergency Procedures
- Management / Subcontractor Contact Details
- Cleaning & Waste Management plan (including disinfection plan)

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CERTIFICATION

I certify that all the details supplied in this application form are true and correct to the best of my knowledge and that the application has been submitted with full knowledge and agreement of the Event Organizer and the applicant organization. I have read and agree to comply with the terms and conditions of the Community Event Permit.

I agree that the applicant organization is responsible for any injury, accident, loss or damage sustained to any person or property and the applicant organization agrees to indemnify and to keep indemnified and to hold harmless the park, its servants, Councilors, agents and contractors and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever arising out of or in relation to the holding of this event.

Name:

Signature:

Date: