



Queens Jubilee Weekend Event Notification Form



If you are planning on holding an event over the Jubilee Weekend (2 June – 5 June 2022), we would like you to provide basic details of your event by completing this form. This will allow the council, to assist with their planning and provide you with advice on a range of issues, including safety, street closures and licences required if applicable to your event.

Contact Details – Event Organiser	
Your Details	
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	
Surname:	
Forenames (s):	
Address:	
Postcode:	
Email:	
Telephone numbers	
Daytime:	
Evening:	
Mobile:	

Event Details	
Event Name:	
Date of Event:	
Start Time:	End Time:
Event Site Address:	
Postcode:	

Is the event being held on Council land?

Yes No

If not Council land, has permission for hire of land been requested for the above event site address?

Yes No

Please state the maximum amount of people you expect to attend your Jubilee event?

Do you plan to sell alcohol at your Jubilee Event?

Yes No

If yes, please provide full details:

Do you plan to play amplified music as one of the main purposes of your event?

Yes No

If yes, please provide full details:

Do you have plans to remove waste and rubbish from your Jubilee event?

Yes No

If yes, please give details:

Are there any demountable structures at your Jubilee event?

Yes No

If yes, please give details:

Are there any leisure rides (funfair or bouncy castles etc) at your Jubilee event?

Yes No

If yes, please give details:

Have you taken out Public Liability Insurance for your Jubilee event?

Yes No

Do you plan to use any commercial caterers at your Jubilee event?

Yes No

If yes, please provide details:

Please provide details of the event below including any other relevant details and activities regarding your Jubilee Event:

Please return your Queens Jubilee Weekend Event Notification Form to the Stevenage Borough Council Events Team via email events@stevenage.gov.uk

By post: Events Team, Stevenage Borough Council, Daneshill house, Danestrete, Stevenage SG1 1HN

Further guidance regarding your Jubilee event can be found on our website - <https://www.stevenage.gov.uk/town-and-community/the-queens-jubilee-guidance>

Please check out the most recent government guidance on [how to stay safe and help prevent the spread of coronavirus](#) to ensure your street party is covid-secure.