

If you are proposing to hold an event which involves a large gathering of people, the Cambridge City Council Event Safety Advisory Group (SAG) would like you to provide basic details of your event by completing this form. This will allow the Council, emergency services (Police, Fire and Ambulance) and Highways to assist with their planning and provide you with advice on a range of issues including safety, street closures and licences required.

**Please complete and return the form as soon as possible to:**

Safety Advisory Group, Cambridge City Council, PO BOX 700, Cambridge, CB1 0JH

Email [sag@cambridge.gov.uk](mailto:sag@cambridge.gov.uk)

Please do not wait until the details of your event are finalised.

Event Details		
Event Name		
Event date and start time		
Event date and end time		
Address of event premises / site / venue(s)		
Time and date of occupation (set-up)		
Time and date of occupation (take down)		
Event Organiser Details		
Forename(s)		
Surname		
Telephone Number (Daytime)		
Telephone Number (Evening)		
Email address		
Number of attendees		
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities.		
Members of the public		
Members of staff		
Performers		
Volunteers (if applicable)		
Event Nature		
Item	Details	Please tick
Nature of event	Classical performance	
	Public exhibition	
	Pop/rock concert	
	Dance event	
	Agricultural/county show	
	Motorcycle display	
	Aviation	
	Circus	
	Fun Fair	

	Sporting event	
	Theatre	
	Food Festival	
	VIP visits / summit	
	Music festival	
	Bonfire / pyrotechnic display / Fire Works	
	New Year celebrations	
	Demonstrations / marches / political events	
Venue	Indoor	
	Stadium	
	Outdoor in confined location, eg park	
	Other outdoor, eg festival	
	Widespread public location in streets	
	Temporary outdoor structure	
	Includes overnight camping	
Standing / seated	Seated	
	Mixed	
	Standing	
Audience profile	Full mix, in family groups	
	Full mix, not in family groups	
	Predominately young adults	
	Predominately children and teenagers	
	Predominantly elderly	
	Full mix, rival factions	
<b>Sample of additional considerations</b>		
Time of year (Outdoors events)	Summer	
	Autumn	
	Winter	
	Spring	
Additional hazards	Carnival	
	Helicopters	
	Motor sport	
	Parachute display	
	Street theatre	
Additional on-site support during the event. (Full event duration)	Event Manager	
	Health and Safety Officer	
	Specialist Event Safety Personnel (Event Marshalls)	

